

BOARD OF SUPERVISORS

JONATHAN WELLS, DISTRICT 1
WAYMAN NEWELL, DISTRICT 2
JOSH TODD, DISTRICT 3
JOE NORWOOD, DISTRICT 4
KYLE RUTLEDGE, DISTRICT 5



CAROLYN MOONEY
Chancery Clerk

CHRIS LAFFERTY
County Administrator

J. RICHARD "RICK" BARRY
Board Attorney

410 Constitution Avenue, 11th Floor Meridian, MS 39301
Telephone: (601) 482-9746 Fax: (601) 482-9744
www.lauderdalecounty.org

ADVERTISEMENT FOR BIDS

The Lauderdale County Board of Supervisors will receive competitive sealed bids to be filed with the Purchasing Agent, 11th Floor Courthouse Annex, 410 Constitution Avenue, Meridian, MS., 39301, until 9:45 A.M. on the 12th day of October, 2017 for:

BID NO: 3794 – EMPLOYEE TIME & ATTENDANCE SYSTEM

All bids must be on Lauderdale County bid forms and submitted in duplicate.

Detailed specifications and bid forms may be obtained from the Purchasing Department, 410 Constitution Ave, 11th Floor, Meridian, Mississippi 39301, (601) 482-9735, <http://www.lauderdalecounty.org/>, or by email request, purchasing@lauderdalecounty.org.

The Lauderdale County Board of Supervisors reserves the right to accept or reject any and/or all bids and waive informalities.

Lauderdale County Board of Supervisors,

By: Josh Todd

President

**MERIDIAN STAR:
PUBLISHED THE ABOVE LEGAL
ADVERTISEMENT ON SEPTEMBER 21TH & 28TH, 2017**

LAUDERDALE COUNTY BOARD OF SUPERVISORS

BID 3794

EMPLOYEE TIME & ATTENDANCE SYSTEM

SPECIFICATIONS AND BID SHEET

ALL BIDS DUE 9:45 A.M. 12th OCTOBER 2017

LAUDERDALE COUNTY BOARD OF SUPERVISORS - PURCHASING CLERK

410 CONSTITUTION AVE, 11th FLOOR, MERIDIAN MS 39301

BIDS MUST BE SIGNED AND SUBMITTED ON COUNTY-FURNISHED BID SHEET—NO EXCEPTIONS UNLESS OTHERWISE NOTED ALL SPECIFICATIONS ARE STATED AS THE MINIMUM REQUIREMENT

INSTRUCTIONS TO BIDDERS

1. ALL BIDS SHALL BE ON LAUDERDALE COUNTY BID FORMS AND **SUBMITTED IN DUPLICATE**.
2. ALL BIDS SHALL BE FOB MERIDIAN, MS AND MUST INCLUDE ANY PRE-DELIVERY CHARGES.
3. ALL BIDS SHALL BE ADDRESSED TO THE LAUDERDALE COUNTY BOARD OF SUPERVISORS, C/O PURCHASING CLERK, 11TH FLOOR - 410 CONSTITUTION AVENUE, MERIDIAN, MS, 39301, AND CLEARLY MARKED ON OUTSIDE OF ENVELOPE AS FOLLOWS:

BID NO: 3794

BID DATE: October 12, 2017

IT SHALL BE INCUMBENT UPON EACH BIDDER TO UNDERSTAND THE SPECIFICATIONS AS LISTED HEREIN AND TO OBTAIN CLARIFICATION WHEN NECESSARY. IT IS NOT THE INTENT OF THE SPECIFICATIONS TO LIMIT THE BIDDING TO ANY MAKE OR MANUFACTURE OF MATERIALS, BUT RATHER TO SELECT SUCH MATERIALS TO FILL A SPECIFIC NEED AND PERFORM A SPECIFIC TASK. ANY REFERENCE TO NAME-BRAND MATERIALS IS INTENDED TO ESTABLISH STANDARDS ONLY AND BIDS SUBMITTED IN MATERIALS EQUAL THERETO SHALL BE CONSIDERED.

NO RESPONSIBILITY WILL ATTACH TO ANY PERSON EMPLOYED BY THE BOARD FOR PREMATURE OPENING OF ANY BID NOT PROPERLY ADDRESSED AND IDENTIFIED AS STIPULATED ABOVE.

I, (we) fully understand that this bid is irrevocably subject to the following:

- 1) that by signing this bid I (we) certify that I (we) have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding;
- 2) that no itemized attachments to this bid form will be allowed;
- 3) that the Lauderdale County Board of Supervisors reserves the right to reject any or all bids;
- 4) that bids must be firm; bids determined not to be firm by the Lauderdale County Board of Supervisors shall be treated as void;
- 5) that unit price bid quotes shall be completed by the bidder with no further calculations required of the Lauderdale County board of supervisors in order to determine firm unit prices;
- 6) that the bid form must be signed and dated in appropriate place by bidder or his authorized agent;
- 7) that all material furnished shall meet or exceed the minimum requirements of the Mississippi Standard specifications for State Aid Road and Bridge construction, latest edition with approved supplemental provisions and revisions.
- 8) Asphalt hot mix surface, binder, and black base courses shall comply with an approved current Mississippi Department of Transportation mix design. Contractor shall furnish the County with the approved mix design prior to placement of material; County may waive acceptance standards in Sections S-401.02.6 of specs.
- 9) that I (we) may omit price quotes on any item which cannot be furnished or supplied for the full term as specified in the publication;
- 10) that I (we) hereby certify that the prices quoted herein do not exceed the prices permitted by law;
- 11) this is to certify that the undersigned is in compliance with the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1968, as amended; the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Handicapped Act; the Sex Discrimination Act; the Copeland "antikickback" Act; and all executive orders and regulations relating to the above referenced acts, and all regulations issued under said Acts, and additionally, certify that the undersigned does not discriminate in employment and/or operations on the basis of sex, race, color, creed, religion, national origins, handicapped status or age.
- 12) The undersigned bidder hereby certifies and/or affirms that (he) (she) (it) is currently in compliance with and shall, for the term of the referenced project contract or service period, remain in compliance with all pertinent United States government Rules, Regulations, and Standards relating to the funds, project or service, and/or Anti-Discrimination, GAO, O. MB, or Specific departmental Standards. Further, this bidder is informed about and is familiar with all such Federal requirements and shall cooperate with Lauderdale County in complying with all audits and other inquiries to confirm compliance with such requirements.
- ~~13) It is requested you bid on MDOT Office of State Aid specifications, but if unable to do so, bid on material produced in accordance with your specifications, but you are to attach copies, in duplicate, of the specifications for all items bid on in your proposal that do not conform to the MDOT Office of State Aid specifications whether or not such specifications have been previously submitted.~~
- 14) ~~Asphalt price adjustments shall be made according to MDOT Office of State Aid Special Provisions. Base liquid asphalt prices on May, 2017 prices.~~

DATED AND CERTIFIED BY:

SIGNATURE OF BIDDER OR AUTHORIZED AGENT

DATE SIGNED

IMPORTANT

The Employee Time & Attendance System must interface with Delta Computer's Accounting Software that is licensed to and used by Lauderdale County. All software and computer programming that is necessary for the Employee Time & Attendance System to interface with Delta Computer's Accounting Software must be provided by the vendor as part of its bid price. This includes all fees charged by Delta Computer for programming and software modifications to make its software interface with the Employee Time & Attendance System. Bidders should contact Tim Joffrion with Delta Computer at 228-388- 7688 for information on the cost of all required software interfaces and programming.

GENERAL REQUIREMENTS

- System must allow for employee login and logout by use of the following methods:
 1. Employee-entered PIN number on keypad verified by either a finger print scan or automatic photo
 2. Employee login from employee's dedicated computer
 3. Smartphone app for employees who do not report to an office
- Time and attendance functionality must allow for rounding rules
- Predetermined alerts to supervisor for tardiness, missed logins and/or logouts, no entered time, etc.
- Provide employees with an Internet-based portal to view and print timecard, and enter vacation, sick leave, and comp time for approval
- Automated leave-time management processing that includes delegation of rights and approval
- Override features for various supervisor levels to override and/or correct employee time records
- Automated vacation, sick leave, and comp time accrual management customizable rules that include variable accrual policies based upon employee classifications
- Real-time viewing and reporting
- Provide report writing functionality allowing the county to create and export reports without special assistance

PAYROLL FUNCTIONALITY:

- Must allow for bi-weekly, semi-monthly, and monthly payroll processing
- Must allow for unlimited pay codes
- Real-time and mock payroll preview, processing, and review
- Shall have the ability to store and distribute payroll detail for each pay period for both direct deposit and paper check payments
- Standard and ad hoc payroll reports
- Affordable Care Act (ACA) compliance reporting

Workflow

- The intention of the workflow is to facilitate and streamline the approval process of timecards, vacation/sick/comp time requests, and timely processing of requests with minimal manual effort.
- The proposed system must work in a hierarchy or manually-forwarded mode.
- Work flow to allow for the use of cellular data phone or tablet devices in creation and approval of requests. The proposed solution should be compatible with both IOS and Android devices and via Internet.

SECURITY:

- The system must provide security features to limit access of users to information relevant to their specific job duties and authority.

- The system must provide for multiple departments with multiple authorized approval authority within a department.
- Security features must ensure that all employee's records and confidential information are handled in accordance with all state and federal privacy and confidentiality laws.
- An audit trail must be available for all transactions in the system outlining their creation, deletion, modifications and approvals, if applicable.

HARDWARE (TIME CLOCKS):

- Display shall be a minimum of seven-inch diagonal diameter with LED backlight
- Memory: Minimum 1GB DDR3 RAM, 512MB NAND Flash, expandable via USB slot
- Clock: 12 or 24-hour format with battery-backed RTC
- Keypad: Minimum 27 keys with numbers 0-9, 12 defined keys, and five navigational keys
- Diagnostics: Onboard
- Interface: 10/100/1000 Ethernet; three USB 2.0 ports (one external, two internal)
- Power, battery, and link-status indicators on front panel
- Enclosure: ABS secured with key lock
- Power: 12V DC at 1.25 Amp maximum; optional battery pack with minimum three-hour run time
- Operating temperature: 32 to 120F; Storage Temp: 0 to 170 F
- Time clock shall contain fingerprint reader

INSTALLATION, TRAINING, AND MAINTENANCE:

- Training is to take place at the Lauderdale County Courthouse Annex Building in Meridian, Mississippi, or via remote teleconference.

- The vendor must attach information concerning what is and what is not covered by the maintenance agreements
- The vendor must provide technical phone support for system from 7 A.M. to 7 P.M. CT Monday through Friday as part of annual support and maintenance agreement.

BID SHEET FOLLOWS ON NEXT PAGE

BID SHEET

EMPLOYEE TIME & ATTENDANCE SYSTEM

Bid Due Date: 9:45 A.M.

12th OCTOBER 2017

Lauderdale County Purchasing Clerk Lauderdale

County Annex 11th Floor

410 Constitution Ave. Meridian MS 39301

(Any and All Information on Bid Sheet is Part of the Specifications)

12 TIME CLOCK MACHINES: \$ _____ **Total**

ADDITIONAL TIME CLOCK MACHINES: \$ _____ **Each**

ANNUAL HARDWARE MAINTENANCE \$ _____ **Each**

SOFTWARE (IF HOUSED ON COUNTY-OWNED SERVER) \$ _____

ANNUAL SOFTWARE MAINTENANCE \$ _____

SOFTWARE (CLOUD BASED, PER EMPLOYEE) \$ _____

BID SHEET CONTINUED ON NEXT PAGE

BID SHEET PAGE 2

NAME OF BIDDER: _____

SIGNATURE OF BIDDER: _____

BIDDER'S ADDRESS: _____

BIDDER'S TELEPHONE NUMBER: _____

BIDDER'S EMAIL ADDRESS: _____

ALL BIDS MUST BE SIGNED BY AUTHORIZED COMPANY REPRESENTATIVE