

## IDENTIFICATION CARD GENERATION SYSTEM

### I. SCOPE OF WORK:

- A. Work shall consist of providing all materials, labor, supervision, tools, equipment, and incidentals necessary to furnish, install, program, provide training, and render operational a Campus identification (ID) card generation system for \_\_\_\_\_
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- B. This system shall consist of an ID card printer/encoder, 10,000 ID cards and supplies for the 10,000 cards, a video camera with lens, tripod, and backdrop, a personal computer (PC), software for producing bar codes and ID information, all interconnecting cables, and documentation.
- C. Upon award of the Contract and before commencing any work, a preinstallation conference shall be held. Those attending shall include the Agency's Representative, \_\_\_\_\_, \_\_\_\_\_, Contractor's Representative, and Sub-Contractor's Representative.
- D. Work shall be performed by competent technicians who are employees of the Contractor and familiar with the specific equipment. They shall be fully supervised by a competent full-time job foreman. The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.
- E. The Contractor shall perform the described work in accordance with the manufacturer's recommendations and these Specifications. The Contractor shall provide all incidental items necessary to provide a completely operational system. All construction debris shall be picked-up and lawfully disposed of off State property at the conclusion of each work day.
- F. Any damage to existing utilities, equipment, or finished surfaces resulting from this installation shall be repaired to the Agency Representatives' satisfaction by the Contractor at the Contractor's expense.
- G. At the conclusion of each phase, the Contractor shall demonstrate to the Agency's Representative that the work is fully operational and in compliance with these specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.
- H. All materials, equipment, and installation work shall meet these specifications, the Virginia OSHA Standards, and the Virginia Uniform Statewide Building Codes.
- I. The Agency will provide 120 VAC power as either wall outlets or from the Electrical Room/Closet Panels to the specific installation.

### II. BIDDER INSTRUCTIONS:

- A. The following specifications are based on DataCard® equipment and are intended to define the level of quality and performance of the requested work and not to be restrictive by manufacturer, brand, method of configuring a system, and method of accomplishing required functions, unless otherwise indicated.
- B. Bidders shall:
1. Annotate and return these specification pages (not scanned or regenerated pages) to show compliance even if offering the referenced equipment.

- 2. Provide pertinent technical data documenting compliance/equivalence with dimensions, quality, features, functions, and performance, even if offering the referenced equipment.
- C. The Commonwealth reserves the right to obtain technical data, request clarification, request a demonstration, request samples, and set time limits for response, when deemed necessary. Failure by the Bidder to provide the follow-up documentation will be cause to declare the bid non-responsive.
- D. The offered systems and equipment shall be suitable for the purpose intended and shall meet or exceed the dimensions, quality, features, functions, and performance.

**III. EQUIPMENT SPECIFICATIONS:**

Response Format: Bidders should organize their responses on this form in the same order as that in which the requirements and specifications are presented in the IFB. Use a separate sheet(s) for additional information where necessary.

Referenced Description	Describe Product Bid (Make & Model Number)
A. ID Card System:	
1. capable of producing a durable ID card using bar code, magnetic stripe code, or other code method technology,	_____
2. with multi-user, multitasking capability,	_____
3. with the design/arrangement of details and colors on the ID cards adjustable by the Agency to suit the Agency's changing needs, with the capability provided to print on ID cards in horizontal and vertical formats, with the capability provided to digitize a signature and transfer it to the ID card,	_____
4. with this bar code, magnetic stripe, or other code method of 12 digits, programmable from 5 to 12 digits, with two bar codes:	_____
a. with one bar code based on the Social Security or other similar format ID number,	_____
b. with the other bar code compatible with the Northwest On-Line Totally Integrated System (NOTIS),	_____
5. with the two bar codes on the front of the ID card,	_____
6. with the location of the photo image on the ID card user adjustable,	_____
7. with colors adjustable in each field to suit the Agency's needs	_____
B. ID Card Printer:	
DataCard® Model SR300, with Magnetic Stripe Encoder, or equivalent	_____

- 1. dye sublimation retransfer type, for use on site, \_\_\_\_\_
- 2. compatible with the PC and video camera, \_\_\_\_\_
- 3. with the ID card size equal to a standard credit card,  
measuring 3-3/8 inches by 2-1/8 inches, \_\_\_\_\_
- 4. capable of printing one side ID card in less than one minute, \_\_\_\_\_
- 5. capable of encoding a three track ANSI/ISO standard  
magnetic stripe on a card, \_\_\_\_\_
- 6. with a print resolution of at least 300 dots per inch (dpi), \_\_\_\_\_
- 7. printer drivers for Microsoft Windows 2000, XP, Vista \_\_\_\_\_

C. ID Cards and Supplies:

- 1. with PVC ID card material, \_\_\_\_\_
- 2. with the ID card size equal to a standard credit card  
measuring 3-3/8 inches by 2-1/8 inches, \_\_\_\_\_
- 3. with the ID cards supplied with a pre-printed backside with  
an Agency provided paragraph, \_\_\_\_\_
- 4. with the ID card tamper resistant and durable, with this  
tamper resistance such that the ID card can withstand  
occasional washing machine conditions, with this tamper  
resistance such that scratching with a fingernail does not  
easily damage the ID card, with a sample ID card provided  
within ten days, if requested, for bid evaluation, \_\_\_\_\_
- 5. with ID cards for use by students and staff, \_\_\_\_\_
- 6. ID card making consumable supplies such as color, ribbons,  
overlays, and cleaner for 10,000 ID cards, \_\_\_\_\_
- 7. with firm fixed prices, good for the first year, for ID card  
materials and ID card consumable supplies provided below: \_\_\_\_\_

_____	_____	Model No. _____,	\$ _____	per _____
_____	_____	Model No. _____,	\$ _____	per _____
_____	_____	Model No. _____,	\$ _____	per _____
_____	_____	Model No. _____,	\$ _____	per _____
_____	_____	Model No. _____,	\$ _____	per _____

D. Video Camera:

- 1. with lens, tripod, and backdrop, \_\_\_\_\_
- 2. with a charge coupled device (CCD) digital color video camera, with a minimum horizontal resolution of 440 lines, \_\_\_\_\_
- 3. with an NTSC type S-Video output, and USB 2.0 \_\_\_\_\_
- 4. with a varying focal lens, 3.5 to 8 mm, f1.4, with auto-iris, \_\_\_\_\_
- 5. with a supplemental lighting system to provide adequate lighting for the CCD camera offered, \_\_\_\_\_
- 6. with the color image electronically digitized and stored on the PC hard drive, \_\_\_\_\_
- 7. with the capability provided for both front and profile images, \_\_\_\_\_
- 8. with the option provided for an integrated signature capture pad for transforming user signatures directly to an ID card, with this data also stored on a hard drive (reference DataCard ID Works Standard Identification Software): \_\_\_\_\_

E. Personal Computer (PC):

- 1. Pentium or equivalent, minimum 500 MHz processor, with a Microsoft® Windows™ XP or Windows VISTA O/S environment \_\_\_\_\_
- 2. with the PC used to drive the ID Card System, \_\_\_\_\_
- 3. with the PC provided with 500 megabytes (MB) minimum of random access memory (RAM), 2.1 GB minimum of hard drive space for application and data base, a CD-ROM drive, available USB 2.0 port, Serial communications port, a video capture card, an 8 port communications expander board, 17 inch minimum color monitor, with the PC upgradeable to accept software and hardware technology advances, \_\_\_\_\_

- F. Software:
- DataCard ID Works Standard Identification Software, or equivalent \_\_\_\_\_
  - 1. with a graphical user interface, \_\_\_\_\_
  - 2. with software allowing for the accumulation of records, using Microsoft Access, with text file import/export capability, \_\_\_\_\_
  - 3. with the software compatible with the bar codes, magnetic stripe code, or other code method software offered, \_\_\_\_\_
  - 4. with password protection for system access, with more than one level of access security, \_\_\_\_\_
  - 5. with the capability for multiple logos per card, \_\_\_\_\_
  - 6. for at least two different types of cardholders, \_\_\_\_\_
  - 7. with customizing menu, and modular packages for card design \_\_\_\_\_
  - 8. with the capability of using two printers from the PC workstation, \_\_\_\_\_
  - 9. with crop and adjust photo, \_\_\_\_\_
  - 10. with photo ghost image option, \_\_\_\_\_
  - 11. with signature printing on access card, \_\_\_\_\_
  - 12. with import and export of image files, .bmp, .jpg, .tif, .pcx, .wmf, minimum capability \_\_\_\_\_

**IV. MAINTENANCE MANUALS:** The Contractor shall provide three complete operation, maintenance, preventative maintenance, and service manuals including assembly and wiring diagrams, electrical and electronic schematics, component views, and parts lists on all products offered. These manuals shall include a copy of all warranties.

**V. TRAINING:** The Contractor shall provide “hands-on” type system operator training session for up to five individuals during the end of the installation process at the installation location. In addition the Contractor shall provide one additional training session for operators within 60 to 90 days after installation acceptance. These training sessions shall cover all User operated equipment installed, including hardware and software management, maintenance, preventive maintenance, operation and trouble shooting of the system. The Agency representative will provide a location and any routine training aids required (overhead projectors, slide projectors, and/or VHS video playback equipment). The Contractor shall provide training manuals each individual at each session.

**VI. WARRANTY:** The Contractor shall provide a warranty for the entire work against defective materials, workmanship, and performance, excluding vandalism, for one year from the date of acceptance of the installation. The Contractor hereby agrees to furnish without cost to the

Commonwealth of Virginia, all labor, materials, and transportation both ways for replacement of all parts and materials that are found defective during the warranty period. Warranty response shall be made within 2 hours. Warranty repairs shall be made within two calendar days after notification. Repair parts shall be readily available for at least 7 years following the date of acceptance. Bidders shall provide the following information:

- A. Price for 2nd year complete maintenance (including preventive maintenance): ..... \$ \_\_\_\_\_
- B. Price of non-warranty travel: ..... \$ \_\_\_\_\_
- C. Price of non-warranty labor: ..... \$ \_\_\_\_\_
- D. The origin of service location: \_\_\_\_\_
- E. The number of service representatives available in the origin of service location: \_\_\_\_\_
- F. Response time for a service call: \_\_\_\_\_

**DELIVERY:**

All equipment described in specifications will be delivered \_\_\_\_\_ days after receipt of order.

**PRICING SECTION:**

**TOTAL PRICE FOR COMPLETE SYSTEM AS DESCRIBED, INCLUDING DELIVERY, SETUP AND TRAINING: ..... \$ \_\_\_\_\_**