



SCOTT COUNTY TOURISM
336 Water Street, Gate City, VA 24251
276-386-6521
www.explorescottcountyva.com



Pam Cox
Director of Tourism

pcox@scottcountyva.com
423-863-1667 (Cell)

Invitation to Bid (ITB)

For: Scott County Tourism

Issued: November 9, 2022

Project: Scott County Tourism Visitor Kiosk

Submission Deadline: 5 p.m., December 14, 2022

Deadline for final submission questions: 4:30 p.m., December 5, 2022

Contact: Pam Cox, director of tourism, 276-386-6521, or via email at pcox@scottcountyva.com

Background: Scott County Tourism is a regional tourism association promoting Scott County, Virginia. Since Scott County does not have a stand-alone Visitor Center, we are seeking an effective means to provide visitor information through a stand-alone Visitor Kiosk. We are requesting bids for two kiosks that meet the following specifications:

SCOPE OF WORK

TWO Interactive Kiosks or Touch Screen – Design & Development

- A turnkey suite of custom interactive Kiosk and Digital Signage solutions, which include design services, software development, hardware configuration, and content management.

CMS – Content Management System

- Core framework and content management system providing tools to centrally manage all digital marketing channels including social networks, digital signage, and touch screen kiosks.

Data Tools – Marketing Content & Data Administration Tools

- Set of data administration tools that provide an easy way to integrate, aggregate, and syndicate marketing content and data to multiple marketing channels.

Data Management – Data Integration or Migration Service

- Initial integration or migration of data/content into CMS
- CRM or CMS Data Feed Integration
- Social Integration and third-party APIs

Kiosk Analytics

- First Party Data – Full Suite of interactive kiosks and displays

Digital Display Content

- Design and setup of custom digital signage UI and template
- Includes collaborative process, working with creative teams to determine layouts and content
- Full Motion Video, Photos, Advertising, and options for Integrated Social Content
- Social Wall Platform – Integrated User Generated Content

Advertising – Ad Manager

- Ad management platform that enables the organization to manage the distribution of advertising through the kiosk platform or connected to third-party and agency services

Maps

- Integration with Google Maps API for custom mapping on interactive kiosks

Photobooth

- Photobooth for interactive Kiosks & Touch Screen

Itinerary

- Integration of itinerary into kiosk and mobile
- Preset itineraries, easy interactions, Share/Send Itinerary

Guestbooks & Surveys

- Complete ability to gather visitor information, i.e., Name, Address, Email
- Complete ability to create informational visitor surveys

Setup & Installation

- Configuration and setup of Scott County Tourism Signage and touch application onto each piece of hardware
- On-site Installation of hardware

Hotspot – WiFi

- Each kiosk must have the ability to have its own hotspot.

Submission Procedure:

Bids must be mailed to Pam Cox, Scott County Tourism Director, 190 Beech St, Suite 201, Gate City, VA 24251 and received no later than 4:30 p.m., December 14, 2022. All bids will be opened the following day in the Scott County Board of Supervisors Board Room, 190 Beech St., Suite 201, Gate City, VA 24251.

Proposal Contents:

- Price
- Timeline for completion of project
- Three Client References

Scott County Tourism reserves the right to reject all bids and to waive any informalities or irregularities in any bid.

Thank you in advance for your response to this Request for Proposal. We look forward to hearing from you.

Contractor’s Authorization to Transact Business: Please see the attached form titled “Proof of Authority to Transact Business in Virginia.”

Discrimination Prohibited; Participation of Small, Women-, Minority- and Service Disabled Veteran-Owned Business: (*Code of Virginia § 2.2-4310*) In the solicitation or awarding of contracts, the County of Scott shall not discriminate because of the race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law relating to discrimination in employment.

The County welcomes and encourages the participation of small businesses and businesses owned by women, minorities, and service disabled veterans in procurement transactions made by the County.

Employment Discrimination: (*Code of Virginia § 2.2-4311*) This provision only applies to contracts valued in excess of \$10,000.

1. During the performance of this contract, the contractor agrees as follows:

a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Drug-Free Workplace: (*Code of Virginia § 2.2-4312*) This provision only applies to contracts valued in excess of \$10,000.

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Faith-Based Organizations: (*Code of Virginia* § 2.2-4343.1) Scott County does not discriminate against faith-based organizations.

Illegal Aliens: (*Code of Virginia* § 2.2-4311.1) The Contractor agrees that he or she does not, and shall not during the performance of this contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

Indemnification: The Contractor shall hold harmless and indemnify Scott County and its officers, officials, employees, and agents against any and all injury, loss, or damage arising out of the Contractor's negligent or intentionally wrongful acts or omissions. The County will not agree to indemnify the offeror or bidder.

Proprietary Information: § 2.2-4342(F) of the *Code of Virginia* states: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 of the *Code of Virginia* (1950), as amended, shall not be subject to the *Virginia Freedom of Information Act* (§ 2.2-3700 et seq. of the *Code of Virginia* (1950), as amended); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary. A bidder, offeror, or contractor shall not designate as trade secrets or proprietary information (a) an entire bid, proposal, or prequalification application; (b) any portion of a bid, proposal, or prequalification application that does not contain trade secrets or proprietary information; or (c) line item prices or total bid, proposal, or prequalification application prices." If the exemption from disclosure provided by § 2.2-4342(F) of the *Code of Virginia* is not properly invoked, then the proposals will be subject to disclosure pursuant to applicable law.

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

The attention of each offeror or bidder is directed to § 2.2-4311.2 of the *Code of Virginia*, which requires an offeror or bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia*, as amended, or as otherwise required by law, to include in its proposal or bid the Identification Number issued to such offeror or bidder by the Virginia State Corporation Commission (SCC). Furthermore, any offeror or bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the *Code of Virginia*, as amended, or as otherwise required by law, shall include in its proposal or bid a statement describing why the offeror or bidder is not required to be so authorized. Failure to provide the required information may result in the rejection of the proposal or bid. If the proposal or bid is accepted by the County, the undersigned agrees that the requirements of the *Code of Virginia* § 2.2-4311.2 have been met. Please complete the following by checking the appropriate line that applies and providing the

requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

A. _____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such offeror's/bidder's Identification Number issued to it by the SCC is _____.

B. _____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such offeror's/bidder's Identification Number issued to it by the SCC is _____.

C. _____ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such offeror/bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s): _____

Please attach additional sheets if you need more space to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9): _____

By: _____ Title: _____
(typed or printed)

Date: _____ Authorized Signature: _____

PLEASE RETURN THIS PAGE WITH PROPOSAL OR BID - REQUIRED