CITY OF VINELAND
DEPARTMENTAL REQUEST FOR PUBLIC BIDDING

1. NATURE OF REQUEST: _Acquisition of Environmental Health Software_

2. ENGINEER'S ESTIMATE: $_____
   (If Engineer's Estimate has been prepared by anyone other than the person signing this form, please attach a copy of said Engineer's Estimate.)

3. AMOUNT BUDGETED FOR THIS REQUESTED ITEM: $ _44,630_

4. BUDGETED ITEM: YES ☐   NO ☒
   (If no, is it an ordinance authorized material, service or supply?)

   YES ☐   NO ☐   ORDINANCE NO.: _Resolution: 2015 - 385_

   (B) Please identify the page number and line item appropriation sub-account:

   Budget Page No. _____   Account No. _____

5. Check here if:

   Federal Funds ☒   State Funds ☐

   UEZ Funds ☐   Davis Bacon Requirements ☐

   (If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)

6. Date to be Advertised: _11-10-15_

7. Date to be Received: _11-24-15_

8. Date to be Awarded: _12-8-15 or 12-22-15_

9. Special Conditions or Instructions: _(see attached)_

10. The following must be attached:

    Summary of Project ☑

    Specifications ☑

    Plans (if applicable) ☐

    Bidders Mailing List (with emails of the vendor) ☒

11. Specifications Prepared by: _Jeanne Garbanno Principal REHS, ext 4326_
    (NAME, TITLE AND EXTENSION NUMBER)

12. Approved by: _Dale K Jones_
    SIGNATURE (DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)

Send copies to:
Purchasing Department
Business Administration

Revised 3-26-13

<u>**Summary of Project**</u>

<u>**Project: Acquisition of Environmental Health Software**</u>

<u>**Note: Grant funded (from FDA)**</u>

The City of Vineland Department of Health is seeking to obtain a Web-enabled environmental health data management system designed to manage all of the Department's regulatory program areas in a single consolidated data base. The interface should provide our agency's end-users with an intuitive, yet feature-rich experience. The benefit to the acquisition and use of health department specific software will primarily be to spend more time in the field, conducting inspections and educating foodhandlers and management on the critical aspects of food safety. We are currently struggling to keep up with inspection frequency requirements, educational efforts and enforcement procedures with our current system.

The software system should automate field data collection and provide up-to-date information to field inspection staff and operate remotely. Field staff must have complete site compliance (historical data) for all facilities in the system in an off-line version and be able to capture signatures electronically for inclusion on a printed inspection report.

The product shall be capable of maintaining its data in our City controlled databases for our oversight and retrieval. Said software will monitor time on task for our inspectors when in the field initiating and terminating an inspection of an environmental health task and reporting same daily, weekly monthly, etc. Statistics will be very easy to generate for our supervisors with this new system. Statistics are required for our NJ annual report, FDA reporting and any request by Administration.

The Retail food program will be the first aspect to be completed. Other programs will be converted, as time allows and need dictates.