

**(22) DISPATCH CONSOLE WORKSTATIONS
FOR
9-1-1 COMMUNICATION CENTER**



BID #: PS 33-10

BID OPENING: JUNE 3, 2010 @ 3:00 P.M.

NOTICE TO BIDDERS

Notice is hereby given that the Board of County Commissioners of Okaloosa County, FL, will accept sealed bids until 3:00 p.m. (local time) June 3, 2010, for **(22) Dispatch Console Workstations for 9-1-1 Communication Center**. Pursuant to copies of bid provisions, bid forms, and specifications may be obtained from the Okaloosa County Purchasing Department, 602-C North Pearl Street, Crestview, FL 32536; 850-689-5960 or they may be downloaded from our website at www.co.okaloosa.fl.us (Departments, Purchasing, Vendor Registration & Opportunities).

At 3:00 p.m. (local time), June 3, 2010, the bids will be opened and read aloud. All bids must be in sealed envelopes reflecting on the outside thereof the bidder's name and **"Bid on (22) Dispatch Console Workstations for 9-1-1 Communication Center to be opened at 3:00 p.m., June 3, 2010"**. The Board of County Commissioners will consider all bids properly submitted at its scheduled Bid Opening in the Conference & Training Room #305 located at 302 N. Wilson St, Crestview, FL 32536. Bids may be submitted in the Conference & Training Room #305, prior to Bid Opening or delivered to the Clerk of Circuit Court, 302 N. Wilson St., #203, Crestview, FL 32536.

There is no obligation on the part of the County to award the bid to the lowest bidder, and the County reserves the right to award the bid to the bidder submitting a responsive bid with a resulting negotiated agreement which is most advantageous and in the best interest of Okaloosa County, and to waive any irregularity or technicality in bids received. Okaloosa County shall be the sole judge of the bid and the resulting negotiating agreement that is in its best interest and its decision shall be final.

Any bidder failing to mark outside of envelope as set forth herein may not be entitled to have their bid considered.

All bids should be addressed as follows:

Clerk of Circuit Court
Attn: Gary Stanford
Newman C. Brackin Bldg.
302 N. Wilson St. #203
Crestview FL 32536

//Signed//
Richard L Brannon
Purchasing Director

05/17/2010
Date

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY

Wayne Harris
Chairman

SCOPE OF WORK

BID #: PS 33-10

BID ITEM: (22) DISPATCH CONSOLE WORKSTATIONS FOR 9-1-1 COMMUNICATION CENTER

- 1. OVERVIEW** – Okaloosa County is building a new 911 Emergency Operation Center and desires to obtain Ergonomic Modular Dispatch & Call Taking furniture to be installed at the new facility located at Northwest Florida State College (main campus), Niceville, FL. All Agencies/Departments who are currently operating at the Okaloosa County Warning Point will be relocating to the new facility when it becomes operational. The new center will receive 9-1-1 calls from across Okaloosa County and will dispatch for EMS, Sheriff and 17 Fire Departments.

Emergency communication console furniture will typically be utilized 24 hours per day, 7 days per week by different employees, with different physical sizes and needs.

The console furniture shall be constructed of durable materials that will stand up to the 24 hour use environment of an Emergency Communication Center. **Note: Standard office furniture will not be acceptable or considered in this installation.**

Services are to include but may not be limited to: hardware, software, installation, training and other ancillary services as described in this RFB.

Project Manager: Silvia Womack, 911 Communications Chief, Okaloosa County Department of Public Safety; 850-689-5607; swomack@co.okaloosa.fl.us

- 2. ACCEPTANCE OF CRITERIA** – After the system has been delivered, installed, and tested, written notification of completion shall be submitted to the County. Upon receipt of written notice of completion, the County shall have a time period of sixty (60) days of functional service that will signify system acceptance. Major equipment malfunctions or failures as deterred by Okaloosa County will delay acceptance.
- 3. BID AWARD** – It is the intent of Okaloosa County to award the bid to a single firm who provides the most responsible and responsive offer meeting specifications, provided the bid has been submitted in accordance with the requirements of the bid documents, and is the best value to the County. The County shall have the right to waive any informality or irregularity in any bid(s), which in its judgment is in its own best interest.
- 4. FURNITURE CONFIGURATION OVERVIEW** – Respondents shall provide unit pricing for all furniture components to permit the County the flexibility to add or subtract additional positions as needed. In addition, respondents shall provide the breakdown on pricing of furniture components by area. The County seeks to equip the following three (3) separate areas of the new center with a total of 22 positions:
 - A. Sheriff Dispatch:** Five (5) dispatch and one (1) Supervisor
 - B. County Dispatch:** Three (3) dispatch and one (1) Supervisor
 - C. Call Center:** Five (5) call takers, one (1) Supervisor and six (6) Smaller call taking positions

Areas A & B are to be configured for both call taking and dispatching. All positions shall be capable of holding up to six (6) monitors in two tiers with up to four (4) tower CPU's.

Area C should be configured with the five (5) call taking positions configured for only call taking capable of holding up to six (6) monitors and three (3) tower CPU's. The supervisory position shall be configured the same as Area A & B. The six (6) smaller call taking positions are scaled down versions configured for only call taking with three (3) monitors and up to two (2) tower CPU's.

Areas B & C – All positions will be configured to not be placed next to walls of windows to allow personnel to have access to the room walls.

For all areas:

1. All new furniture shall be designed to achieve the highest performance possible for Okaloosa County today and in the future.
2. It is a requirement for all new furniture to accommodate all of the existing equipment and be expandable to accommodate future needs.
3. Respondent shall propose adjustable workstations that allow operators to stand or sit while they are working per the Ergonomic Specifications, Appendix B.
4. A floor layout is attached for the three areas (A, B & C) for your use in preparing your drawing solutions corresponding to the area layouts. Drawings are required to be included in your response. Alternate room layouts may be included.
5. Respondent shall furnish necessary products and services to complete installation of furniture components as specified herein. Installation to be performed only by factory trained and certified skilled installers. All products shall be installed to comply with the Americans with Disabilities Act. Furniture installation and grounding shall be in accordance with Motorola R56 Standards & Guidelines for communication sites.

SPECIFICATIONS

BID #: PS 33-10

BID ITEM: (22) DISPATCH CONSOLE WORKSTATIONS FOR 9-1-1 COMMUNICATION CENTER

1. **SPECIFICATIONS** - Sit - Stand Adjustable Height Workstations

1.1. Adjustable Height Workstations

1.1.1. **Stability – Function**

- 1.1.1.1. Requires completely separate *independent electric floor supported, adjustable* work surfaces for both monitor and keyboard.
- 1.1.1.2. Console must demonstrate stability at full extension. Maximum deflection of ½" is allowed when a horizontal load of 100 lbs. is applied to the center of each work surface.
- 1.1.1.3. Input surface must be capable of supporting offset static loads up to rated load capacity of work surface concentrated at 100 lbs. / sq. ft. at any location on the surface.
- 1.1.1.4. Each work surface (input and monitor) shall have a separate lifting equipment weight capacity of 300lbs. minimum which does not include weight of worksurface.
- 1.1.1.5. Cantilevered input work surfaces shall not be acceptable for durability and safety purposes. Each worksurface shall transmit all loads applied directly to floor.
- 1.1.1.6. Console must meet Operator Clearance requirements of ANSI/HFES 100-2007 page 79 section 8.3.2.1.1 Method 2 as described in Appendix B.
- 1.1.1.7. Test requirements: Respondent shall include copies of independent test laboratory results indicating compliance with ANSI/BIFMA X5.5 – 2008.

1.1.2. **Keyboard/Input Surface - Sitting/Standing**

Keyboard Surface height requirements are considered paramount to proper ergonomic positioning. All proposers must clearly identify the height range of the keyboard/input surface and submit drawings illustrating adjustment range of product proposed for this project. Failure to submit drawings illustrating this range will render the proposal non-responsive

- 1.1.2.1. Keyboard surface must not be attached to monitor surface. Keyboard surface shall have static load capacity of 400 lbs to prevent damage from users sitting / leaning on or using the surface as an aid in standing.

- 1.1.2.2. Keyboard surface must *lower* to 5th percentile *seated female* elbow height dimension (22") according to ANSI/HFES 100 -2007 8.3.2.4.3, Page 85 (Drawing Appendix B) from the floor to the top of the keyboard surface.
- 1.1.2.3. Keyboard surface must *raise* to at least *standing elbow height* for 95th percentile male user (46.5") from the floor to the home row of keyboard. ANSI/HFES 100 -2007 8.3.2.4.3, Page 85 (Drawing Appendix B)

Keyboard Surface **width** must accommodate multiple keyboards or other input devices and still provide room for note taking on either right or left hand side for up to three key boards and three mice.

- 1.1.2.4. Keyboard surface must be engineered to anticipate the possibility of technicians needing to stand or kneel on console to service equipment and shall be capable of supporting a 400 lb. static load.
- 1.1.2.5. Keyboard surface must be separately electrically adjustable with electronic controller having digital readout in one (1) cm increments to enable precise position replication and must have provisions for connection to network/computer for software used to control console from computer.

1.1.3. **Monitor Surface - Sitting/Standing**

Monitor Surface height requirements are considered paramount to proper ergonomic positioning. All proposers must clearly identify the adjustment range of the monitor surface and submit drawings illustrating adjustment range of product proposed for this project as well as the monitor mounting. For purposes of illustrating proper adjustment ranges respondents shall assume a seated eye height of 41½" for the 5th percentile female user and a standing eye height of 69¼" for the 95th percentile male. Drawing to show heights at 25" focal depth and 15° minimum angle below horizontal eye gaze. Failure to submit drawings illustrating this range will render the proposal non-responsive.

- 1.1.3.1. Monitor Surface must *lower* to allow positioning of monitor so that the gaze angle of the 5th percentile seated female to the center of the screen ranges between -15° and -25° from horizontal eye level. Height shall be measured by adding worksurface minimum height + required clearance for radio head and/or climate control fans + 8¾" from bottom of 24" monitor to center of viewable area. The total of these items shall be 36" or less. (ANSI/HFES100 section 8.3.2.2 – 8.3.2.3 pages 82-83 - Drawing Appendix B)
- 1.1.3.2. Monitor Surface must *raise* to 48" to allow positioning of monitor so that the gaze angle of the 95th percentile standing male to the center of the screen ranges between -15° and -25° from horizontal eye level (69¼") using a 17" monitor (ANSI/HFES100 section 8.3.2.2 – 8.3.2.3 pages 82-83 - Drawing Appendix B)
- 1.1.3.3. Monitor Surface must be wide and deep enough to accommodate up to **six (6)** LCD flat panel monitors or the number/size specified in equipment inventory and/or project drawings on a tiered or single level as previously indicated.

- 1.1.3.4. Monitor surface must be separately electrically adjustable with electronic controller having digital readout in one (1) cm increments to enable precise position adjustment.
- 1.1.3.5. Monitor surface must be engineered to anticipate the possibility of technicians needing to stand or kneel on console to service equipment and shall be capable of supporting a 400 lb. static load.

1.1.4. **Adjustment Devices**

- 1.1.4.1. Monitor and keyboard surfaces must each have separate electric adjustment and shall provide for smooth transition between settings.
- 1.1.4.2. Adjustment must be able to be made from the working positions.
- 1.1.4.3. Adjustments must be made with minimal noise.
- 1.1.4.4. Controller must allow for **precise electronic replication** of optimum comfort settings using digital readout in one (1) cm increments at both seated and standing postures.
- 1.1.4.5. Adjustment speed to be minimum 1.4"/second.
- 1.1.4.6. Independent keyboard surface to be separately adjustable with electronic controller.
- 1.1.4.7. Controller shall not be located where it can be damaged by chair arms. Location under front edge of keyboard surface is unacceptable.
- 1.1.4.8. Safety finger clearance of 1½" minimum between stationary returns and moving surfaces or between moving surfaces of double surface tables is required.
- 1.1.4.9. Controller shall have the ability to enable any user to replicate personal settings at any workstation, and not be limited to preset heights.
- 1.1.4.10. Controller shall have capability to connect directly to network/computer and allow for operation through Console Control Software.
- 1.1.4.11. Controller shall include collision detection technology which will detect sudden changes in load to identify obstructions in the path of the moving surface. Collision detection technology to cause work surface to stop on detection of obstruction and reverse direction approximately 10cm to avoid entrapment of obstruction. Collision detection shall function in both upward and downward directions.

1.1.5. **Laminate – Console Tops and Side Surfaces**

- 1.1.5.1. Keyboard, Monitor and fixed height surfaces must be non-glare, high pressure laminate.
- 1.1.5.2. Laminate color to be selected from WilsonArt® or Pionite standard colors with matte (non-glare) finish or equal.

- 1.1.5.3. All corners of input surface must be rounded minimum of 3" radius and top edge radiused a minimum of .4375".

1.1.6. **Laminate – CPU Cabinets, Drawer Pedestals and other casework**

- 1.1.6.1. Laminate to be in standard colors, 3/4" thickness finished both sides or approved equal. Option must be available to match High Pressure Laminates used on worksurfaces.
- 1.1.6.2. Cut edges, where exposed, shall be covered with edgebanding, T-mold or sprayed sealant to encapsulate particle board core and limit formaldehyde emissions.

1.1.7. **Kneespace / Leg Room**

- 1.1.7.1. Kneespace shall be free of levers, controls, cantilevered keyboard support arms, and motor control boxes creating a smooth underside of the worksurfaces.
- 1.1.7.2. Legroom must meet minimum requirements of ANSI/HFES 100 - 2007 Section 8, Figure 8.3a and 8.3b Table 1, but unobstructed legroom of 31" measured from front edge of keyboard surface is desirable to allow for variation of seated postures.

1.1.8. **Drawer Pedestals if proposed**

- 1.1.8.1. Drawer Configuration - 1 File drawer (12") and 1 File drawer (12") - 16" w x 28"h x 22"d. Optional drawer configurations / depths to be available.
- 1.1.8.2. All drawers to have full extension 100lb rated - soft close - steel ball bearing drawer slides.
- 1.1.8.3. Drawer pedestals shall have gang locking mechanism with master keyed removable core locks at all supervisory positions.
- 1.1.8.4. Each pedestal to include pencil tray insert and side filing conversion bar with capability to hang letter or legal size hanging files.
- 1.1.8.5. Test requirements: Respondent shall include copies of independent test laboratory results indicating compliance with ANSI/BIFMA X5.9 – 2004. Include in response to Appendix D.

1.1.9. **Acoustical Panel System** – *Specified to provide for cable management, visual separation of tasks and both sound barrier and sound absorptive functions. Consoles without panel divider systems do not meet base bid requirements.*

- 1.1.9.1. Panel frames shall be minimum 14 ga. cold rolled steel – with powder coat paint finish and slotted uprights to support components at 1" centers or equal.

- 1.1.9.2. Internal Cable management within the panel frame system is required. Please state your panel frame internal CAT5e cable capacity.
- 1.1.9.3. Frames to provide for finished thickness between 2½" and 4" and a minimum 2¼" interior cavity and allow top, middle or bottom cable distribution with a minimum of two vertical cable access channels per frame. Frames shall be provided in widths of 18", 24", 30" 36", 42" and 48" Frame heights shall be 30", 42" 48" 65" and 83".
- 1.1.9.4. Stackable panel frames - Panel heights shall be vertically modular - The system shall be constructed in a manner to allow additional 18" segments to be "stacked" on base panel frames to change panel heights for future change or reconfiguration. "Stackable" components shall meet all specifications of 3.1.10
- 1.1.9.5. Panel Top Caps - Flush mounted design to be removable without tools. Top caps shall be available in standard powder coated aluminum or optional solid wood construction.
- 1.1.9.6. Panel Segment sizes - shall be available in widths and heights to achieve a "stacked tiles" appearance using combination of sizes required to achieve standard heights per 3.1.10.1
- 1.1.9.7. Panel Segments are to be user removable/replaceable without tools. Segments construction - 22 ga. Min. cold rolled steel casing - Class A interior finish flame spread/smoke developed certification.
- 1.1.9.8. Acoustical panel construction – All panel segment tiles above the worksurface height shall be of acoustical construction. Acoustical panels shall have 22 ga. min. Cold rolled steel casing with ½" compressed formaldehyde-free fiberglass insert and shall have a minimum .70 NRC (noise reduction coefficient) rating and a Class A flame spread/smoke developed certification.
- 1.1.9.9. Test Requirements: Respondent shall include copy of independent test lab results indicating compliance with ASTM C423-09a (.70NRC) and E84-09c Surface Burning characteristics of Building Materials in Appendix D.
- 1.1.9.10. Panel connections shall be a minimum 5/16" (8mm) bolt and nut type with a minimum of one connection point per 16" of panel height. Wood screws, or threaded inserts shall be **unacceptable** for panel to post or panel to panel connectors.
- 1.1.9.11. Panel design shall allow for non-progressive installation and removal.
- 1.1.9.12. Panel partitions which contain combustible materials are expressly prohibited.
- 1.1.9.13. Test requirements: Respondent shall include copies of independent test laboratory results indicating compliance with ANSI/BIFMA X5.6 – 2003. Attach test results to Appendix D Compliance Table.

1.1.10. **Shelving / Rackmount Enclosures**

- 1.1.10.1. An open shelf shall be located under the front edge of the Monitor Surface for material / equipment storage in the primary reach zone. Optionally the shelf

can be converted to a rackmount for electronic equipment mounting. We would like to see the price breakdown for up to two (2) shelves

1.1.10.2. Optional Desktop E.I.A. 19" Rackmount enclosures shall be available in a variety of heights from 3U up to 15U (1U = 1.75")

1.1.10.3. Rackmount Enclosures shall have ventilated back panels for heat dissipation.

1.1.11. **Cable Management**

1.1.11.1. Panel System will have ability to internally run cabling, keeping the cabling clean and organized.

1.1.11.2. Panel system to have independent top and base channel wireway with a minimum base cable channel size of 2" x 2.75" dimension.

1.1.11.3. Cabling shall be guided from CPU cabinet or panel enclosure to the monitor surface of the adjustable table in an energy chain with easy flip-up cable channel access. Energy chain shall meet bend radius requirements of CAT-6 and fiber optic cabling.

1.1.11.4. Cabling shall be guided from the monitor surface to the keyboard surface in a second energy chain with easy flip-up cable channel access. Energy chain shall meet bend radius requirements of CAT-6 and fiber optic cabling.

1.1.11.5. Cabling shall be guided through a 3rd energy chain from the back of the monitor surface to the focal depth platform to keep cables organized during focal depth adjustments.

1.1.11.6. Console shall have minimum 4"h x 3" d "J" channel around back of monitor surface aligned with grommets for management of cables / transformers and cable connections.

1.1.11.7. Supplier shall provide premium quality extension cables as required to connect monitors, keyboards, mice and all devices to CPUs.

1.1.12. **CPU Enclosures**

1.1.12.1. CPU enclosures shall be available in sizes to accommodate tower cases up to 8" wide x 18" high and be available in 1, 2, 3, 4, 5, or 6 unit capacity.

1.1.12.2. CPU enclosures shall be a minimum of 29" deep (deeper is preferred) in order to accommodate CPUs and cabling.

1.1.12.3. CPU's shall sit on full extension slide out shelves to allow easy access to back of CPU's.

1.1.12.4. Extendable CPU shelves shall be equipped with folding cable management arm which will secure cables during shelf extension and retraction.

1.1.12.5. Slide out shelves must have ball bearing, full extension slides with a minimum 100 lb. capacity rating in CPU cabinets up to 24" wide and 200lb. rating for all

cabinets wider than 24". Cabinets 36" or wider shall have a center mounted (horizontal) 200 lb. slide for added support.

- 1.1.12.6. CPU enclosures shall be available in vertical "technology tower" or horizontal under the work surface configurations.
- 1.1.12.7. CPU enclosures shall have an internal service light as standard equipment.
- 1.1.12.8. CPU enclosures shall be equipped as standard with active ventilation using a minimum of two (2) quiet, 28db (decibel) 45 cfm fans to keep electronic equipment cool. The path of the air shall be from the bottom front of the enclosure to the top rear of the enclosure to follow the air flow path of CPU's.
- 1.1.12.9. CPU enclosures shall not move with the adjustment of the console table. CPU enclosures that hang under the monitor surface present an unacceptable hazard due to potential for crushing objects inadvertently placed in the path of the enclosure and the possibility of tipping the entire console in such an event.
- 1.1.12.10. All CPU enclosures for three to four CPU's (technology tower) shall have access doors in the front and side for accessibility.
- 1.1.12.11. CPU enclosures shall not be located underneath a height adjustable surface due to potential crush zones and heat issues when used with forced air footwell heat.
- 1.1.12.12. CPU enclosures shall be tested for strength and durability to ANSI/BIFMA X5.9-2004. Respondent shall include copies of independent test laboratory results indicating compliance with ANSI/BIFMA X5.9 – 2004. Attach test results to Appendix D Compliance Table.

1.1.13. **Personal Climate Controls**

User Hand Control (UHC) shall be located within easy reach of the dispatcher. UHC shall control airflow, footwell heating, task light dimming and a status indicator light. UHC shall incorporate a motion detector which will shut down all selected functions when workstation is unoccupied for fifteen (15) minutes. All previously selected functions will resume when motion detector senses movement in the workstation.

- 1.1.13.1. Desktop fan/filter units shall have a 4" maximum height to prevent blockage of monitor view and shall have user adjustable vanes to direct airflow up/down and right/left.
- 1.1.13.2. Filter shall be user removable and user washable.
- 1.1.13.3. Task Light - UHC shall have the ability to dim two separate LED task lights independently of one another.
- 1.1.13.4. Status Indicator "Help" Light (UHC) shall have a switch that controls a status indicator light which would signal the supervisor that a dispatcher requires assistance.

- 1.1.13.5. One Thousand (1000) watt forced air heater located in the console's footwell shall be available as an option. Heater to be controlled by a switch on the UHC.

1.1.14. **Adjustable Monitor Rack**

- 1.1.14.1. Parabolic monitor rack shall be curved to match the cockpit shape of the workstation and achieve as close to equal focal lengths from the user's eyes to the face of each monitor as possible and also position monitors for a view angle perpendicular to the screen.
- 1.1.14.2. Parabolic monitor rack shall be available in various sizes to accommodate up to six 20" monitors as previously identified in a tiered or single level.
- 1.1.14.3. Monitor rack platform shall be mounted on a movable platform which will permit a 10" focal length adjustment – from 19.7" (50cm) to 29.7" (75cm) with a maximum of 5 lbs. push/pull effort required to move all monitors simultaneously except for Area C's six (6) smaller call taker positions.
- 1.1.14.4. Mounting rail shall be height adjustable and shall maintain compliance with view angle requirements stated in preceding sections 3.1.3.1 and 3.1.3.2
- 1.1.14.5. Mounting rail shall permit unrestricted horizontal adjustment of LCD mounts anywhere on the rail.
- 1.1.14.6. LCD mounts shall provide for VESA 75mm x 75mm and 100mm x 100mm hole patterns, and permit both pan and tilt of monitors.
- 1.1.14.7. LCD mounts shall adjust 3" vertically to allow centering dissimilar monitor sizes on horizontal rail.
- 1.1.14.8. Monitor rack shall be designed to permit "stacking" of a single monitor up to a complete additional row without removal or disassembly of any existing monitors or any portion of the base unit.
- 1.1.14.9. Monitor rack shall be available in double row configuration for "stacked" CCTV monitors or other low intensity use applications.
- 1.1.14.10. Monitor Rack shall be "split" in the center to allow placement of radio head "CIE", "Maestro" computer electronics interface or reference material directly in front of the user allowing easy access within the primary or secondary reach zone. "Split" sections shall be connected together in a way that maintains simultaneous movement of both sides.
- 1.1.14.11. Monitor Rack shall include minimum of three cable coiling posts which facilitate the storage/cable management of excess monitor cables.
- 1.1.14.12. Vendor shall supply premium quality cable extensions as required to reach CPUs in CPU cabinets and provide adequate length to extend CPUs for service.

3.1.18 Keyboard Surface Data Connection Center (KSDCC)

- 3.1.18.1 A KSDCC shall be located in the center of the back edge of the keyboard surface to provide an easy, instantly accessible location to plug in keyboards, mice and touch screen monitors if so equipped.
- 3.1.18.2 The KSDCC shall have at least eight (8) locations which can be configured with either USB or PS2 ports, two (2) locations for RJ11, RJ45 or DB9 ports.
- 3.1.18.3 The KSDCC shall incorporate an integral wire management channel along the back side of the keyboard surface to provide a place for mouse and keyboard cables to be stored and easily retrieved by the user to re-position keyboards or mice for either right or left hand use and to prevent cables from hanging down into knee/foot space.
- 3.1.18.4 Vendor shall supply appropriate number of "panel mount" extension cables of sufficient length to reach all CPUs with each KSDCC specified.

3.1.19 Manufacturing Lead Time

- 3.1.19.1 Based on the information provided, please identify the manufacturers lead time for manufacturing and delivery of this product to the Okaloosa County location designated in an order.

4. PROJECT CONSIDERATIONS

- 4.1. For purposes of this RFP, suppliers are to base their unit costs proposal on a quantity of **23** units.
- 4.2. All proposals shall be unit priced and include freight and installation based on quantities stated in section 4.1. Any proposal which does not include all component parts included in this specification and the accompanying drawings or is incomplete in any way will be considered non-responsive and rejected immediately. Quoted unit prices shall be guaranteed for one year from date of installation – plus freight and installation – in any quantity.
- 4.3. Product to be delivered and installed at a date to be determined dependent on construction completion but anticipated in the October 2010 time frame.
- 4.4. Delivery and installation will take place at the location during normal business hours unless advance notification and accommodations are agreed upon.
- 4.5. Supplier must provide sufficient manpower to complete each installation within designated time frame.
- 4.6. Installation must be coordinated with designated Project Manager for Okaloosa County
- 4.7. All materials, tools, equipment and trash must be removed from project site each day, and installation must be complete ready for occupancy and use at a predetermined date anticipated in October 2010.

5. Unit Cost Information

Supplier must include cost of individual components in line item pricing. Supplier must quote unit prices for individual items specified and guarantee said unit price (+freight and installation) for additional purchases for one year following sign-off and/or beneficial use and occupancy. Failure to provide this information may cause Supplier's proposal to be eliminated from the decision. All unit pricing must also be broke down by Area.

6. Warranty

Minimum warranty requirements are 3 years from date of customer acceptance or beneficial use and occupancy whichever occurs first. Warranty shall cover all components of console system and include the cost of all labor, parts and transportation. Manufacturer of consoles shall assume primary responsibility for warranty claims – deference to third party suppliers is not acceptable. Customer agrees to assist in troubleshooting procedure. Additional years shall be broken down by year for year 4, 5, 6.

7. Additional Services

Please list the additional services your company is able to provide for this project and what are the related charges for those services.

8. Suppliers Response

Supplier must state its payment policy. Supplier must state any applicable discounts and/or penalties for late payment or changes.

SPECIAL BID CONDITIONS

1. **Acceptance:**
 - A. Delivery of merchandise to Okaloosa Board of County Commissioners does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be given only after a thorough inspection indicates that the merchandise meets contract specifications and conditions as listed. Should the delivered merchandise differ in any respect from specifications, payment will be withheld until such time as the supplier takes necessary corrective action. The Purchasing Department shall be notified of the deviation in writing within 10 days and the provisions of the delivery paragraph shall prevail. If the proposed corrective action is not acceptable to Okaloosa County, the merchandise remains the property of the supplier and the County shall not be liable for payment for any portion thereof.
 - B. Bid price must include:
 1. Delivery to the new facility located at Northwest Florida State College (Main Campus), 100 College Blvd., Niceville FL 32578.
 2. Uncrating and complete assembly.
 3. Removal of all packing materials, boxes, etc.
2. **Specification Exceptions:** Specifications are based on the most current literature available. Bidder shall clearly list any change in the manufacturer's specifications which conflict with the bid specifications. Bidder must also explain any deviation from the bid specification in writing, as a footnote on the applicable bid page and enclose a copy of the manufacturer's specifications data detailing the changed item(s) with their bid. Failure of the bidder to comply with these provisions will result in bidders being held responsible for all costs required to bring the equipment in compliance with contract specifications.
3. **Addition/Deletion of Item:** The County reserves the right to add or delete any item from this bid or resulting contract when deemed to be in the County's best interest.
4. **Factory Warranty:** Failure by any manufacturer's authorized dealer to render proper warranty service/adjustments, including providing a copy of the warranty work order to the County, shall subject that dealer and the contractor to suspension from the County's approved vendor listing until satisfactory evidence of correction is presented to the County Purchasing Department.
5. **Factory Authorized Sales & Service Dealer:** Bidders must be factory authorized sales and service dealer.
6. **Local Preference:** Okaloosa County reserves the right to grant a preference to in-county bidders **only** when bids are received from firms located in states, counties, municipalities or other political subdivisions which offer preference to bidders located in such political subdivisions. The amount of preference given to local bidders will be the same as that given by the state, county, municipality or other political subdivisions in which a bidder is located. If the political subdivision in which a bidder is located offers a preference to its local firms, that bidder must plainly state the extent of such preference to include the amount and type preference offers. Any bidder failing to indicate such preference will be removed from the County bid list and any and all bids from that firm will be rejected.

Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.

7. **Bid Bond:** Bidders are required to submit a bid bond, cashier's check or certified check in the amount of 5% of their total bid and the bid bond is to be attached to their bid.
8. Bids will not be considered from vendors who are currently involved in official financial reorganization or bankruptcy proceedings.
9. **Payments:** The contractor shall be paid upon submission of invoices, in duplicate to the Okaloosa County Board of Commissioners, Finance Office, 302 N. Wilson St, #203, Crestview FL 32536. The prices stipulated herein for articles delivered and accepted. Invoices must show Purchase Order Number.
10. **Information:** Questions concerning bid requirements or specifications should be directed to the Okaloosa County Purchasing Department, 602-C North Pearl St, Crestview, FL 32536; Phone 850-689-5960; Attn: Jack Allen. Any changes by the County to specifications shall be in writing in the form of an addendum and furnished to all bidders. Verbal information obtained otherwise will not be considered in awarding of bids.
11. **Authority to Piggyback:** All bidders submitting a response to this Invitation to Bid agree that such response also constitutes a bid to all governmental agencies under the same conditions, for the same contract price, and for the same effective period as this bid, should the bidder feel it is in their best interest to do so.

Each governmental agency desiring to accept these bids and make an award thereof shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this bid.

This agreement in no way restricts or interferes with the right of any governmental agency to bid any or all items.

12. **Additional Quantities and/or Options:** The Board reserves the right to purchase all or more than part of the listed equipment and to delete or add any option item(s) of equipment as may be in the best interest of the County.
13. The County reserves the right for any governmental agency located in Okaloosa County to be able to purchase under this bid contract if they so desire.
14. **Bid Opening:** Bid Opening shall be public, on the date and time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place. Offers by telegram, facsimile, or telephone are **NOT** acceptable. **Note:** Crestview, FL is "**not a next day guaranteed delivery location**" by delivery services.
15. **Public Entity Crime Information:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for

CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

16. **Conflict of Interest Disclosure Form:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their proposals the name of any officer, director, or agent who is also a public officer or an employee of the Okaloosa Board of County Commissioners, or any of its agencies.

Furthermore, all respondents must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.

Furthermore, the official, prior to or at the time of submission of the proposal, must file a statement with the Clerk of Circuit Court of Okaloosa County, if he is an officer or employee of the County, disclosing his or spouse's or child's interest and the nature of the intended business.

Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.

17. **Identical Tie Bids:** Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality and service are received by the County for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process (see attached certification form).

Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.

18. **Recycled Content Information:** In support of the Florida Waste Management Law, bidders are encouraged to supply with their bid, any information available regarding recycled material content in the products bid. The County is particularly interested in the type of recycled material used (such as paper, plastic, glass, metal, etc.); and the percentage of recycled material contained in the product. The County also requests information regarding any known or potential material content in the product that may be extracted and recycled after the product has served its intended purpose.

Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.

19. The following documents are to be filled out and submitted with this bid:

- A. Indemnification & Hold Harmless
- B. Conflict of Interest Disclosure Form
- C. Drug Free Workplace Certification Form
- D. Local Preference Data Form
- E. Recycled Content Form
- F. Bid Sheet

20. **Right to Waive and Reject:**

- A. The Board, in its absolute discretion, may reject any proposal of a proposer that has failed, in the opinion of the Board, to complete or perform an Okaloosa County contracted project in a timely fashion or has failed in any other way, in the opinion of the Board, to perform a prior contract in a satisfactory manner, and has directed the Okaloosa County Purchasing Director to emphasize this condition to potential proposers.
- B. There is no obligation on the part of the County to award the proposal to the lowest proposer, and the County reserves the right to award the proposal to proposer submitting a responsive proposal with a resulting negotiated agreement which is most advantageous and in the best interest of Okaloosa county, and to reject any and all proposals or to waive any irregularity or technicality in proposals received. Okaloosa County shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.
- C. The Board of County Commissioners reserves the right to waive any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal and to accept the proposal that in its judgment will best serve the interest of the County.
- D. The Board of County Commissioners specifically reserves the right to reject any conditional proposal and will normally reject those which made it impossible to determine the true amount of the proposal. Each item must be proposed separately and no attempt is to be made to tie any item or items to any other item or items.

21. **Disqualification of Proposers:**

Any of the following reasons may be considered as sufficient for the disqualification of a proposer and the rejection of his proposal or proposals:

- A. More than one proposal for the same work from an individual, firm or corporation under the same or different name.
- B. Evidence that the proposer has a financial interest in the firm of another proposer for the same work.
- C. Evidence of collusion among proposers. Participants in such collusion will receive no recognition as proposers for any future work of the County until such participant shall have been reinstated as a qualified proposer.
- D. Uncompleted work which in the judgment of the County might hinder or prevent the prompt completion of additional work if awarded.
- E. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.
- F. Default under previous contract.
- G. The Board, in its absolute discretion, may reject any proposal of a proposer that has failed, in the opinion of the Board, to complete or perform an Okaloosa County contracted project in a timely fashion or has failed in any other way, in the opinion of the Board, to perform a prior contract in a satisfactory manner, and has directed the Okaloosa County Purchasing Director to emphasize this condition to potential proposers.

INSURANCE REQUIREMENTS

Contractor's Insurance

1. The Contractor shall not commence any work in connection with this agreement until he has obtained all required insurance and such insurance has been approved by the Okaloosa County Risk Management Officer nor shall the Contractor allow any subcontractor (approved by County of Okaloosa) to commence work in this subcontract until all similar insurance required of the subcontractor has been so obtained and approved.
2. All insurance policies shall be with insurers licensed to do business in the State of Florida, and any insuring company is required to have a minimum rating of A, Class X in the Best's Key Rating Guide published A.M. Best & Co., Inc.
3. The County of Okaloosa shall be furnished proof of coverage by providing a Certificate of Insurance.
4. The insurance definition of Insured or Additional Insured shall include subcontractor, sub-subcontractor and any associated or subsidiary companies of the Contractor that are involved and which are part of the contract.
5. The County of Okaloosa reserves the right during the term of this contract to request additional certified copies of any insurance contracts to support any Certificates of Insurance. At any time the insurance coverage is unacceptable to the County of Okaloosa, the County reserves the right to terminate this contractual agreement.
6. The designation of Contractor shall include any associated or subsidiary company which is involved and is a part of the contract and such, if any associated or subsidiary company involved in the project, must be named in the workers compensation coverage.
7. All policies shall be written so that the County of Okaloosa will be notified of cancellation or restricted amendments at least thirty (30) days prior to the effective date of such cancellation or amendment, such notice to be given directly to the County representative.
8. All insurance contracts should list Okaloosa County as an Additional Insured. The Contractor shall provide the County current Certificates of Insurance for all policies.

Workers' Compensation Insurance

1. The Contractor shall secure and maintain during the life of this agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case any work is sublet, with the approval of the County of Okaloosa, the Contractor shall require the Subcontractor similarly to provide Workers' Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished the County of Okaloosa not less than ten (10) days prior to the commencement of any and all subcontractual agreements which have been approved by the County of Okaloosa.

2. Such insurance shall comply with the Florida Workers' Compensation Law.
3. No class of employee, including the contractor himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage.

Business Automobile and Public Liability Insurance

1. The Contractor shall maintain Business Automobile Liability insurance coverage throughout the life of this Agreement. The insurance shall include Owned, Non-owned & Hired Motor Vehicle coverage.
2. The Contractor shall carry other Public Liability insurance against all other Bodily Injury, Property Damage and Personal and Advertising Injury exposures. The coverage shall include both On-and Off-Premises Operations, Contractual Liability, Board Form Property Damage, and Professional Liability.
3. All liability insurance shall be written on an occurrence basis and shall not be written on a claim-made basis. If the insurance is issued with an aggregate limit of liability, the aggregate limit of liability shall apply only to the locations included in this Agreement. If, as the result of any claims or other reasons, the available limits of insurance reduce to less than those stated in the Limits of Liability, the Contractor shall notify the County representative in writing. The Contractor shall purchase additional liability insurance to maintain the requirements established in this Agreement. Umbrella or Excess Liability insurance can be purchased to meet the Limits of Liability specified in this Agreement.
4. Public liability coverage shall be endorsed to include the following:
 - a. Premises – Operation Liability
 - b. Occurrence Bodily Injury and Property Damage Liability
 - c. Independent Contractor's Liability
 - d. Completed Operations and Products Liability
5. Contractor shall agree to keep in continuous force Commercial General Liability coverage including Completed Operations and Products Liability for two (2) years beyond acceptance of project.

Limits of Liability

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:

	<u>LIMIT</u>
1. Worker's Compensation	
1) State	Statutory
2) Employer's Liability	\$1 million each accident
2. Business Automobile & Commercial General Liability Insurance	\$1,000,000 each occurrence (A combined single limit)
3. Personal and Advertising Injury	\$250,000

Notice of Claims or Litigation

The Contractor agrees to report any incident or claim that results from performance of this Agreement. Within ten (10) days of the Contractor's knowledge, the County representative shall receive written notice describing the incident or claim. In the event such incident or claim involves injury or property damage to a third party, verbal notification shall be given the same day the Contractor becomes aware of the incident or claim. A detailed written report is to be made within ten (10) days.

Indemnification & Hold Harmless

To the fullest extent permitted by law, Contractor shall indemnify and hold harmless COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this contract.

Certificate of Insurance

1. All insurance shall include the interest of all entities names in and its respective agents, consultants, servants and employees of each and all other interests as may be reasonably required by Okaloosa County as Additional Insured. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
2. Certificates of insurance, in duplicate, indicating the job site and evidencing all required coverage must be submitted to and approved by Okaloosa County prior to the commencement of any of the work. The certificate holder(s) shall be as follows:

Okaloosa County
602-C North Pearl Street
Crestview, Florida 32536

3. All policies shall expressly require 30 days written notice to Okaloosa County at the address set out above, or the cancellations of material alterations of such policies, and the Certificates of Insurance, shall so provide.
4. All certificates shall be subject to Okaloosa County's approval of adequacy of protection and the satisfactory character of the Insurer.
5. The Certificates of Insurance shall disclose any and all deductibles or self-insured retentions (SIRs). Deductibles or SIRs in excess of \$10,000 will not be accepted unless specifically approved in writing by Okaloosa County. All deductibles or SIRs, whether approved by Okaloosa County or not, shall be the Contractor's full responsibility. In particular, the Contractor shall afford full coverage as specified herein to entities listed as Additional Insured.

In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR. Specific written approval from Okaloosa County will only be provided

upon demonstration that the Contractor has the financial capability and funds necessary to cover the responsibilities incurred as a result of the deductible or SIR.

6. In the event of failure of the Contractor to furnish and maintain said insurance and to furnish satisfactory evidence thereof, Okaloosa County shall have the right (but not the obligation) to take out and maintain insurance on the project. All costs for the coverage will be paid by Contractor upon presentation of a bill.

General Terms

Any type of insurance or increase of limits of liability not described above which the Contractor required for its own protection or on account of statute shall be its own responsibility and at its own expense.

The carrying of the insurance described shall in no way be interpreted as relieving the Contractor of any responsibility under this contract.

Should the Contractor engage a subcontractor or sub-subcontractor, the same conditions will apply under this agreement to each subcontractor and sub-subcontractor.

The Contractor hereby waives all rights of subrogation against Okaloosa County and its consultants and other indemnities of the Contractor under all the foregoing policies of insurance.

Umbrella Insurance

The Contractor shall have the right to meet the liability insurance requirements with the purchase of an umbrella insurance policy. In all instances, the combination of primary and umbrella liability coverage must equal or exceed the minimum liability insurance limits stated in this agreement.

INDEMNIFICATION & HOLD HARMLESS

To the fullest extent permitted by law, CONTRACTOR shall indemnify and hold harmless COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this Agreement.

Bidder's Company Name

Authorized Signature – Manual

Physical Address

Authorized Signature – Typed

Mailing Address

Title

Phone Number

FAX Number

Cellular Number

After-Hours Number(s)

DATE

(REVISED: JANUARY 12, 2001)

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all bidders/proposers, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected officials(s), of if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES _____

NO _____

NAME(S)

POSITION(S)

FIRM NAME: _____

BY (PRINTED): _____

BY (SIGNATURE): _____

TITLE: _____

ADDRESS: _____

PHONE NO. _____

E-MAIL _____

DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED BIDDER CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: _____

SIGNATURE: _____

COMPANY: _____

NAME: _____
(Typed or Printed)

ADDRESS: _____

TITLE: _____

E-MAIL: _____

PHONE #: _____

LOCAL PREFERENCE DATA SHEET

Refer to Special Bid Condition

Does the state, county, municipality or political subdivision in which your firm is located offer a preference to their local bidders? (If your firm is located in Okaloosa County, you will check "NO.") If "YES," list below the extent of such preference.

YES _____

NO _____

Bidder's Company Name

Authorized Signature – Manual

E-Mail

Authorized Signature – Typed

RECYCLED CONTENT FORM

RECYCLED CONTENT INFORMATION

1. Is the material in the above: Virgin_____ or Recycled_____ (Check the applicable blank). If recycled, what percentage _____%.

Product Description: _____

2. Is your product packaged and/or shipped in material containing recycled content?

Yes_____ No_____

Specify: _____

3. Is your product recyclable after it has reached its intended end use?

Yes_____ No_____

Specify: _____

The above is not applicable if there is only a personal service involved with no product involvement.

Name of Bidder: _____

E-Mail: _____

BID SHEET

BID #: PS 33-10

BID ITEM: (22) DISPATCH CONSOLE WORKSTATIONS FOR 9-1-1 COMMUNICATION CENTER

Make _____

Model _____

WARRANTY (MIN. 3 YEARS)

_____ **YES**

_____ **NO**

DELIVERY TIME (MAXIMUM DAYS)

TOTAL BID PRICE (DELIVERED & INSTALLED)

\$ _____

(Component pricing must be included w/Bidder's response per Section #5)

OPTIONAL PRICING FOR THE FOLLOWING:

1.1.10.1 An open shelf shall be located under the front edge of the Monitor Surface for material / equipment storage in the primary reach zone. Optionally the shelf can be converted to a rack mount for electronic equipment mounting. **We would like to see the price breakdown for up to two (2) shelves.**

\$ _____

1.1.10.2 Optional Desktop E.I.A. 19" Rack mount enclosures shall be available in a variety of heights from 3U up to 15U (1U = 1.75")

\$ _____

ANTI-COLLUSION STATEMENT: The below signed bidder has not divulged to, discussed or compared his bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

Bidder's Company Name

Authorized Signature – Manual

Authorized Signature – Typed

Address

Title

Phone #

Fax #

Federal ID # or SS #