EFFINGHAM COUNTY EMERGENCY TELEPHONE SYSTEM BOARD
101 North Fourth Street, First Floor • P.O. Box 6009 • Effingham, IL 62401-6009

REQUEST FOR PROPOSAL – RFP# 25-02

Effingham County Sheriff's Office
911 Dispatch Center
Furniture and Design Project

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Section 1

1. STATEMENT OF PURPOSE

It is the intention of Effingham County Sheriff's Office 911 PSAP (hereinafter "Customer") to procure from Supplier 3 ergonomic workstations for the Furniture and Design Project.

The location of the dispatch center is 101 N. 4th St. Effingham, IL. 62401

Recipients of the Request for Proposal hereinafter shall be referred to as "Supplier". THIS IS NOT AN ORDER.

It is Customer's procurement policy to seek out and purchase technically suitable, available products and services at the lowest overall cost. However, the decision in the selection of a supplier may not rest solely on the lowest overall cost.

Supplier must analyze and respond to all sections of this RFP, from Section 2 through the appendices, and provide sufficient information and product prototypes (if necessary) to allow Customer to evaluate the proposal. No response is required to Section 1. Supplier must furnish all information as requested and complete all forms according to the section instructions.

Supplier must complete the attached Specification Compliance Table (Appendix D) as a part of their response to this RFP. An indication of compliance (Y) means that the Vendor accepts responsibility for, and agrees to comply with, the requirement as stated; any additional comments in the explanation column will be ignored. A designation of (P) for partial compliance and (N) for non-compliance with any section of this specification must be accompanied with a detailed explanation.

Customer shall incur no obligation or liability whatsoever to anyone by reason of issuance of this RFP or action by anyone relative thereto.

2. SUPPLIER INQUIRIES AND CLARIFICATIONS

Each Supplier has an obligation to ask any questions and/or clarify any issue which they do not fully understand or which may be interpreted in more than one way. Customer will make every attempt to answer all questions from each Supplier; however, Customer is not required to answer all questions. Questions regarding the RFP must be submitted in writing on or before 3:00pm CST on March 7th .

Questions and answers will be made available - in the form of an addendum to this RFP - to all Suppliers responding to the RFP to ensure consistent interpretation of the RFP items. Supplier has an obligation to explain and clarify any and all conditions imposed on or included in their responses to this RFP. Responses must be sealed and submitted with 12 copies. One copy of the proposal must be clearly marked "Master Copy". If discrepancies between one or more copies are found, the proposal may be

rejected. If, however, the proposal is not so rejected, the master copy will provide the basis for resolving any discrepancies.

Proposals may be modified after submission by withdrawal and re-submission prior to the stated due date. Modifications offered in any other manner will not be considered. **The proposal opening will be public.**

3. CRITICAL DATES

Supplier is required to respond in the following time frames:

3.1. Questions regarding RFP must be received by 3:00 p.m. CST on March 7th.

3.2. Proposals must be received no later than 3:00 p.m. CST on March 14th. Proposals received after this time will be returned unopened.

3.3. Proposal openings will be held March 18th at noon during the Effingham County 911 Board Meeting.

4. PROPOSAL DUE DATE

Suppliers must use the assigned Request for Proposal (RFP) number in their proposals. Sealed proposals bearing the label "Proposal number RFP" on the front of the envelope shall be delivered to Tina Daniels, 101 N. 4th St. Effingham, IL. 62401 on or before 3:00 p.m. CST March 14th . Extensions to this response date will not be granted without the written authorization of the Customer. Proposals received after the stated deadline will be returned unopened.

5. PROPOSAL EXPIRATION

Supplier shall indicate expiration date for pricing in any proposal submitted. Expiration date shall not be less than 180 days from the Proposal Due Date indicated in Section 1.5 "Proposal Due Date".

6. UNAUTHORIZED DISCUSSION

Prior to the opening of proposals, all responses will remain unopened at the designated contact person's office. During this period, any discussion by Supplier with Customer involving price information may result in rejection of said proposal.

7. COMPLIANCE OF PROPOSAL

Proposals must be signed as set forth in Appendix A : "Supplier Authority Statement", by a duly authorized representative of Supplier. An unsigned proposal may be rejected. A proposal may be signed by an agent of Supplier only if that person is authorized to sign contracts on behalf of Supplier.

8. COMPLETENESS OF PROPOSAL

Each proposal shall provide a clear, concise delineation of Supplier's capabilities to satisfy the requirements of the RFP. Emphasis in each proposal shall be on completeness and clarity of content. In order to expedite the evaluation of proposals, it is mandatory that Supplier follow the instructions contained herein.

Failure to comply with any of the RFP mandatory requirements may subject the proposal to rejection. Proposals which do not include all specified elements of the RFP as a part of the BASE BID will be considered non-responsive and rejected immediately. Please list as "optional" only those elements which are specifically so noted in this specification. Optional items shall be included and unit priced in the base bid proposal with a quantity of zero (0). The mandatory submissions are not the sole requirements of this RFP. All conditions and requirements throughout this RFP are considered binding. Customer will be the final authority in determining the responsiveness of a proposal.

9. REVIEW CRITERIA

Supplier understands that Customer will review all proposals with particular weight to the following four (4) major elements: quality, service, price, and RFP terms and conditions.

This evaluation will include, but not be limited to, the following criteria:

Conformity to Specifications
Price Quote
Delivery Schedule
Responsiveness to RFP Requirements
Contract Terms and Conditions

10. PRICES

A detailed price quotation on all products and services required to meet Customer's objectives should be provided as set forth in Section 1.9 “Completeness of Proposal” of this RFP. All prices provided in Supplier's proposal shall be unit priced and remain firm as provided for in Section 1.6, "Proposal Expiration." RFP responses which are not unit priced will be rejected as non-responsive.

11. PRODUCT/SERVICES QUALIFICATION

During the time Customer is evaluating the proposals, Supplier(s) or its authorized representative should be prepared to demonstrate, at Customer's request, that the advertised objectives and requirements can be met or exceeded on all aspects of the proposed Products and Service.

12. COSTS INCURRED BY SUPPLIERS

Supplier, by submitting its proposal, agrees that any costs incurred by the Supplier in responding to this RFP, or in support of activities associated with this RFP, are to be borne by Supplier and may not be billed to Customer.

13. DISPOSITION OF PROPOSALS

All information submitted in response to this RFP will become the property of Customer and may be returned only at the option of Customer and at the expense of the Supplier. In any case, one copy shall be retained by Customer for official files. Successful and unsuccessful bidders will be notified by email or letter. In any case, Customer is not obligated to detail any of the results of the evaluation.

14. LETTER OF INTENT

Customer may elect to issue letters of intent or an unconfirmed order at some point during contract negotiations. These letters are used to establish planned service dates.

Section 2
Response Requirements

1. **Effingham County Sheriff's Office 911 PSAP's** intent is to purchase 911 quality furniture for their center.

2. Following is a specification that has been developed for the 911 workstations for your consideration and response. This specification was developed with the comfort, safety and productivity of Effingham County 911 PSAP's employees as its primary focus, and is not intended to mirror the performance characteristics of a specific manufacturer's product, but to establish performance criteria required to best accommodate a range of users and potential users from the 5th percentile seated female to the 95th percentile standing male. Any manufacturer's product which meets these performance requirements will be given serious consideration.

THIS WORKSTATION SHALL ACCOMMODATE BOTH STAND-UP AND SIT-DOWN POSITIONS IN ONE UNIT AS DEFINED BY : ANSI/HFES 100 – 2007 HUMAN FACTORS ENGINEERING OF COMPUTER WORKSTATIONS - dated November 16, 2007 Pertinent excerpts are included as *Appendix B*

Standing adjustability requirements are based on input device support surface heights specified in ANSI/HFES100-2007 p 80 sections 8.3.2.4.3. and monitor surface heights are based on surface heights specified in ANSI/HFES 100-2007 p 77 par. 8.3.2.2 (Appendix B) + drawing identified as Appendix "C"

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

3.1. Adjustable Height Workstations

3.1.1. **Stability – Function**

3.1.1.0. Requires completely separate *independent electric floor supported, adjustable* work surfaces for both monitor and keyboard.

3.1.1.1. 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.

3.1.1.2. Each work surface (input and monitor) shall have a separate lifting equipment weight capacity of 300lbs. minimum which does not include weight of worksurface.

3.1.1.3. 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.

3.1.1.4. Test requirements: Respondent shall include copies of independent test laboratory results indicating compliance with ANSI/BIFMA X5.5 – 2014.

3.1.2. **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

3.1.2.0. Keyboard surface shall have **static** load capacity of 500 lbs to prevent damage from users sitting / leaning on or using the surface as an aid in standing.

3.1.2.1. 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.

3.1.2.2. 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 each position will have one keyboard and one mouse.

3.1.2.3. 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/device.

3.1.3. **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.

3.1.3.0. 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. (ANSI/HFES100 section 8.3.2.2 – 8.3.2.3 pages 82-83 - Drawing Appendix B)

3.1.3.1. 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 22" monitor (ANSI/HFES100 section 8.3.2.2 – 8.3.2.3 pages 82-83 - Drawing Appendix B)

3.1.3.2. Monitor Surface must be wide and deep enough to accommodate up to 8 27" LCD flat panel monitors stacked 2 high or the number/size specified in equipment inventory and/or project drawings.

3.1.3.2.1. The stacked monitors surface must be able to lower below the keyboard surface to maintain proper viewing angles for most users.

3.1.3.3. Monitor 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/device.

3.1.3.4. 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 500 lb. static load.

3.1.4. **Adjustment Devices**

3.1.4.0. Adjustment speed to be minimum 1.5"/second.

3.1.4.1. Independent keyboard surface to be separately adjustable with electronic controller.

3.1.4.2. Manually operated controller shall not be located where it can be damaged by chair arms. Location under front edge of keyboard surface is unacceptable. Option of digitally integrated control system to provide secondary source for height adjustment controls. System to have ability to save unlimited number of users' desired heights and personal control adjustments.

3.1.4.3. Safety finger clearance of 1½" minimum between stationary returns and moving surfaces or between moving surfaces of double surface tables is required.

3.1.4.4. Controller system 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.

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

3.1.5.0. Keyboard, Monitor and fixed height surfaces must be non-glare, 3-D Laminate.

3.1.5.1. Edge shall be continuous from top through to the bottom of the surface.

3.1.5.2. Front edge shall be a chamfer style edge.

3.1.5.3. No seams between laminate and edge will be acceptable.

3.1.5.4. No edge banding or T-Mold edging will be acceptable.

3.1.5.5. Laminate surfaces to be fully balanced construction with Greenguard certified laminate on top surface and Greenguard certified backer sheet on bottom.

3.1.5.6. Backer sheet on the bottom of the surface must be a light color to improve visibility for technicians.

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

3.1.6.0. Casework shall be Laminate to be Thermofused Melamine (TFM) in standard colors, 3/4" thickness finished both sides or approved equal. Doors will be 3-D Laminate with continuous face through edge material.

3.1.6.1. Cut edges, where exposed, shall be covered with edge banding, T-mold or sprayed sealant to encapsulate particle board core and limit formaldehyde emissions.

3.1.7. **Console Control Electronics**

3.1.7.0. All electronic control boxes which power the height adjustment of the surfaces shall be mounted in easily accessible location for trouble shooting. Dispatchers and service technicians shall not be required to crawl under consoles and look up at the bottom of the surface.

3.1.7.1. All console control electronics shall be labeled for easy identification. This include cables, electric boxes and pathways.

3.1.8. **Drawer Pedestals**

3.1.8.0. 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.

3.1.8.1. All drawers to have full extension 100lb rated - soft close - steel ball bearing drawer slides.

3.1.8.2. Drawer pedestals shall have gang locking mechanism with master keyed removable core locks.

3.1.8.3. Each pedestal to include pencil tray insert and side filing conversion bar with capability to hang letter or legal size hanging files.

3.1.8.4. Test requirements: Respondent shall include copies of independent test laboratory results indicating compliance with ANSI/BIFMA X5.9 – 2012. Include in response to Appendix D.

3.1.9. **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.*

3.1.9.0. 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.

3.1.9.1. Internal Cable management within the panel frame system is required. Please state your panel frame internal CAT5e cable capacity.

3.1.9.2. 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

3.1.9.3. Panel Top Caps - Flush mounted design to be removable without tools. Top caps shall be available in standard powder coated aluminum.

3.1.9.4. 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.

3.1.9.5. 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 .55 NRC (noise reduction coefficient) rating and a Class A flame spread/smoke developed certification.

3.1.9.6. Optional Premium acoustical panel construction –Tiles shall be covered with specified fabric and located as indicated on the drawings. From an independent, certified laboratory according to ASTM procedure C-423-08 shall be included

with RFP in appendix D compliance table and shall have a minimum .75 NRC (Noise Reduction Coefficient) rating.

3.1.9.7. Test Requirements: Respondent shall include copy of independent test lab results indicating compliance with E84-09c Surface Burning characteristics of Building Materials in Appendix D.

3.1.9.8. Optional Panel segment types shall be - Powder coat paint finish, fabric over steel, airflow, and clear or frosted glass.

3.1.9.9. Test requirements: Respondent shall include copies of independent test laboratory results indicating compliance with ANSI/BIFMA X5.6 – 2016. Attach test results to Appendix D Compliance Table.

3.1.10. **Shelving / Rackmount Enclosures**

3.1.10.0. **Optional** An open shelf shall be located under the front edge of the Monitor Surface for material / equipment storage in the primary reach zone. This shelf can be converted to a rackmount for electronic equipment mounting.

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

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

3.1.11. **Cable Management**

3.1.11.0. Cable pathways must be easy for the tech to access from the front of the console. Consoles which require rear access will not be considered.

3.1.11.1. Monitor and keyboard cables must have separate pathways from the computer to the end point.

3.1.11.2. Cable entry path from computer cabinet to the console must have opening large enough for all cables and a hand to fit through. Minimum of 2.5" in height by 10" wide.

3.1.11.3. Cable bridge shall support cables from cabinet to console. Must have separate pathways for low voltage and high voltage.

3.1.11.4. 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.

3.1.11.5. Keyboard cabling shall be guided from cable bridge through energy chain to keyboard surface.

3.1.11.6. 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.

3.1.11.7. "J" Channel under the monitor surface shall have enough internal room to hold all the cables and any power transformers. "J" channel around back of monitor surface aligned with grommets for management of cables / transformers and cable connections.

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

3.1.12. **CPU Enclosures**

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

3.1.12.1. Prefer flip top CPU enclosures

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

3.1.12.3. CPU enclosure shall have at a minimum of two of the three front, rear and top access points depending on layout.

3.1.12.4. Work surface height CPU enclosures shall have option for the surface top to be hinged at the back and fold up to a safe resting position against the panel system. This provides top access to the back of the computers.

3.1.12.5. CPU enclosures shall be available in vertical "technology tower" or horizontal under the work surface configurations.

3.1.12.6. CPU enclosures shall have an internal motion sensing LED service light as standard equipment.

3.1.12.7. CPU enclosures shall be equipped as standard with active ventilation using a minimum of two (2) quiet, 28db (decibel) 45 cfm exhaust fans to keep electronic equipment cool.

3.1.12.8. CPU enclosures shall not be located underneath a height adjustable surface due to potential crush zones.

3.1.12.9. CPU enclosures shall be tested for strength and durability to ANSI/BIFMA X5.9-2012. Respondent shall include copies of independent test laboratory results indicating compliance with ANSI/BIFMA X5.9 – 2012. Attach test results to Appendix D Compliance Table.

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

3.1.13. **Storage Option**

3.1.13.0. **Optional** storage between the three workstations

3.1.13.1. **Optional** paper form shelving shall be available.

3.1.13.2. **Optional** drawers on storage unit.

3.1.14. **Personal Controls**

3.1.14.0. Personal controls shall operate fan, LED task lights, heaters, LED RGBW lights for the following: Bias lighting, and monitor arc lighting.

3.1.14.1. PC human interface can be accessed through a Windows 11 device. Additional methods of PC interface shall be through an android tablet, or both Android and Apple devices.

3.1.14.2. Integrated control system shall be downloadable for Windows 11 or through appropriate app store.

3.1.14.3. Windows 11 will work on existing customer computer.

3.1.14.4. Optional LED RGBW light controls with presets for up to four lights to include: panel system acrylic, footwell lighting, down bias lighting, and arc acrylic lighting. Each of these is an option and not required.

3.1.14.5. Integrated control system 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.

3.1.14.6. Desktop Airflow shall allow the user to select the airflow rate delivered to the desktop area through one desktop fan/filter unit. Fan speed shall be user selectable from no airflow to a maximum of no less than 50cfm. per fan.

3.1.14.7. Two LED task lights shall be at each station. Light shall be dimmable and have 2 arm adjustment for user comfort.

3.1.14.8. Status Indicator "Help" Light shall be controlled via integrated control system. Option to provide external switch as alternative control method.

3.1.14.9. Two, 250-watt forced air heaters located under the monitor surface shall be provided. Heaters must be able to rotate to blow heat on hands or feet. Heater to be controlled by a switch on the integrated software system. Option to provide external switch as alternative control method.

3.1.15. **Adjustable Monitor Rack**

3.1.15.0. Parabolic monitor rack shall be curved to match the cockpit shape of the workstation and hold eight 27" monitors stacked 2 high 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.

3.1.15.1. Parabolic monitor rack shall be available in various sizes to accommodate up to 50" monitors and an individual weight of 70 pounds on a single or dual level.

3.1.15.2. 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.

3.1.15.3. Mounting rail shall permit unrestricted horizontal adjustment of LCD mounts anywhere on the rail.

3.1.15.4. Quick release monitor mounts shall allow removal of monitors from the front of the station. An appropriate length service loop of the cables lets the tech remove monitors and set them on the keyboard surface for a quick swap when needed.

3.1.15.5. LCD mounts shall provide for all VESA monitor mount sizes.

3.1.15.6. LCD mounts shall adjust 8" vertically to allow centering dissimilar monitor sizes on horizontal rail.

3.1.15.7. 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.

3.1.15.8. Monitor rack shall have simple and clean cable management on the back.

3.1.15.9. Vendor shall supply premium quality cable extensions as required to reach CPUs in CPU cabinets and provide adequate length to extend CPUs for service.

3.1.16 Keyboard Surface Data Connection Center (KSDCC)

3.1.16.1 A KSDCC shall be located along 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.

3.1.16.2 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.

3.1.16.3 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.

3.1.16.4 Vendor shall supply appropriate number of extension cables of sufficient length to reach CPUs with each KSDCC specified.

3.1.17 Environmental

3.1.17.1 GREENGUARD Gold Certification for indoor air quality/emissions must be for the entire console. http://www.greenguard.org. Please provide copy of certification in your response. Include GreenGuard certification in Appendix D – Specification Compliance Table.

3.1.17.2 GREENGUARD Certification for only individual component parts of the console is not acceptable.

3.1.18 Manufacturing Lead Time

3.1.18.1 Based on the information provided, please identify the manufacturers lead time for manufacturing and delivery of this product to the Effingham County Sheriff's Office 911 PSAP 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 3 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 early Summer 2025

4.4. Delivery and installation will take place at **Effingham County Sheriff's Office 911 PSAP, 101 N. 4th St. Effingham, IL. 62401** with a date and time agreed upon by the customer and supplier.

4.5. Supplier must provide sufficient manpower to complete each installation within designated time frame.

4.6. Labor requirements for this project will be subject to prevailing wage requirements of the State of Illinois.

4.7. Installation must be coordinated with **Effingham County Sheriff's Office** designated facilities person and/or subcontractors responsible for takedown/reconfiguration of existing furniture system, electrical, communications and data distribution.

4.8. The Effingham County Sheriff's Office 911 PSAP must be complete ready for occupancy and use by: Effingham County Sheriff's Office 911 personnel early summer of 2025.

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.

6. Sales Taxes

Sales taxes are not to be included in unit pricing. Effingham County Sheriff's Office 911 PSAP is tax exempt. The tax exemption certificate/number will be provided to selected supplier.

7. Payment Terms

Standard terms shall be 90% NET 30 days after final acceptance or beneficial use and occupancy whichever occurs first with 10% retention due immediately on final acceptance or beneficial use and occupancy whichever occurs first. If delivery and installation spans multiple billing periods, customer will authorize payment of partial invoices submitted based on vendor's standard terms and conditions

and substantial completion (suitable for occupancy and use) of workstations in each installation segment.

8. Warranty

Minimum warranty requirements are 10 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.

9. Insurance

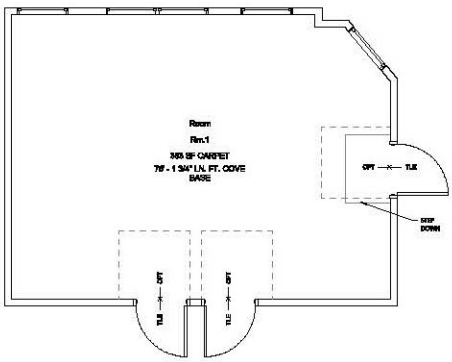
The successful bidder is required to procure and maintain the following insurance for the life of this contract:

- Workers' Compensation Insurance
- Commercial General Liability Insurance, not less than $1,000,000.00 per occurrence
- Motor Vehicle Liability Insurance

10. 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.

The customer is also requesting a bid for raised floor carpet tile panels with static grounding for a 16'.8" X 22'3" floor including installation.



Section 3

Optional Features

1. Suppliers Response

2. Supplier is encouraged to describe any optional features of its proposed products or services.

3. The prices for such features that are mandatory to the application must be listed separately in Section 4, "Pricing Criteria."

Section 4

Pricing Criteria

1. <u>Suppliers Response</u>

Supplier's proposal should include one proposal cost including product, delivery, installation and taxes of 3 workstations plus detailed unit prices for each requirement stated within section two.

Total Cost including specified materials, freight, installation labor and taxes $_____

2. Supplier must state its payment policy.

3. Supplier must state any applicable discounts and/or penalties for late payment.

Section 5

Supplier Proposal Format

1. **Supplier Proposal Format**

For ease of comparison and evaluation, please format responses in the following order

1. Cover Letter
2. Bid Documents – Including RFP, Appendixes, signature pages, test certifications and published addenda.
3. Itemized Quotations
4. Layout Drawings – Including overall view, typical station details, 3 Dimensional Views, shop drawings of product or installation details.
5. Line by line compliance response (Appendix D)
6. References – provide references of similar size projects with name and phone # of contact
7. Warranty – 5 year minimum
8. Testimonials
9. Awards and Product Recognition

2. **Proposal Number**

Suppliers must use the same number in its proposal, or other correspondence relating to the proposal, as that used in Customer's RFP.

Appendix A

SUPPLIER AUTHORITY STATEMENT

The proposer represents and certifies as part of the proposal that he/she is authorized to act as an agent for the company responsible for this proposal.

The costs stated in this proposal were arrived at independently, without consultation, communication or agreement with any other proposer, or with any competitor, for the purpose of restricting competition.

Legal name and address of firm submitting proposal:

Signature of Approving Authority_____

Printed Name of Approving Authority_____

Title:

Date:

Appendix B
ANSI/HFES 100 - 2007 Pertinent Excerpts

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Appendix C
Ergonomic Console Height Requirements Drawings

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Appendix D
Specification Compliance Table

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Appendix E
Testing Certification

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