



February 19, 2012
SMYTH COUNTY, VIRGINIA
INVITATION FOR BIDS
#12-911-01

Public Safety Communications Center Console Furniture

Project Director: Shannon Williams, 911 Coordinator
E-mail: smyth911@smythcounty.org
Facsimile (Inquiries only) (276) 783-9314

Items Being Purchased: Console Furniture, shelving and drawers, monitor mounts and equipment enclosures, AC power distribution and cable management systems and installation services.

Items Optionally Being Purchased: Matching Pedestal Drawers, Storage Cabinets; Chairs.

BIDS MUST BE RECEIVED NO LATER THAN
2:00 PM Local Time on March 12, 2012

Smyth County reserves the right to reject any and/or all bids, waive any informality in the bids received, and to accept any bid, which in its opinion may be in its best interest.

Smyth County is an Equal Opportunity Employer, and does not discriminate on the basis of race, creed, color, sex, national origin, age, handicap, or familiar status. Local, minority, and female owned firms are encouraged to participate.

To ensure proper communication, each Prospective Bidder is requested to provide the following information by E-Mail to the Purchaser's Contact:

Name of Company
Contact Person
Mailing Address
Telephone Number
Facsimile Number
E-Mail Address

PROCUREMENT TIMELINE

The schedule for the solicitation of Bids is outlined below:

DATE	ACTION
February 19, 2012	Advertisement of Bid
March 5, 2012 5:00 pm	Deadline to Receive Submitted Questions
March 12, 2012 2:00 pm	Bid Submission Deadline
March 19, 2012	Review of Bids and Recommendation for Award
March 22, 2012	Expected Contract Award
April 10, 2012	Expected Notice to Proceed

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1.0 GENERAL INSTRUCTIONS AND CONDITIONS

1.1 INTRODUCTION

Smyth County is soliciting sealed bids for Public Safety Communications Center Console Furniture, installation, and associated accessories for the new County 911 Center.

Copies of the invitation for bids (IFB) may be obtained by contacting Smyth County (276/783-3298 x208) during regular business hours. The County encourages all businesses, including minority, women owned businesses to respond to all solicitations including this IFB.

1.2 DEFINITIONS

The following terms shall have special meaning in this document

Purchaser means The County of Smyth, Virginia

Invitation to Bid or ***IFB*** means this document and any addenda officially issued by the Purchaser that reference it.

Potential Bidder means any firm or individual who has been identified by the Purchaser, or has expressed an interest in responding to this IFB.

Bidder or ***Offeror*** means any Potential Bidder that submits an offer in response to this IFB.

Contractor or ***Successful Contractor*** means the Bidder who is awarded the contract to provide the materials and services described in this IFB.

Notice to Proceed means the official notification, provided by the Purchaser to the Successful Contractor, indicating that the submittals, plans and design are accepted, and that implementation may proceed in accordance with the plans and schedule.

Pre-Installation Meeting means a meeting between the Successful Contractor and representatives of Smyth County to finalize plans, make selections, and establish a schedule for the delivery, and installation of the purchased equipment.

Substantial Completion means that the work is complete and ready for use by the Purchaser, with minimal or no defects noted or rework required, and only routine work, such as clean up, minor cosmetic work, restoration, and documentation necessary to complete all project work.

1.3 INTENT OF THE SOLICITATION

It is the intent of this IFB to provide the Purchaser a complete, reliable, durable and safe communications console furniture system to house and support public safety communications equipment. In addition, the new furniture is to be delivered to the new 911 Center location, assembled, installed, and outfitted by the Successful Contractor in a configuration similar to that shown in Appendix A.

All equipment is to be permanently installed, with cable and wiring access provided through raised flooring provided by the building contractor, and connection to building power by the building electrical contractor.

Optionally, durable seating may also be purchased, along with matching furniture pieces or accessories in order to completely equip the 911 Center.

1.3.1 New Equipment of Current Production

Except as stated otherwise, the Purchaser requires that all materials and parts provided by the Contractor be new, undamaged and unblemished equipment of the latest design or model, of appropriate design, and in current production.

1.3.2 Brand Names

Unless explicitly stated, the use of the name of a certain brand, make or manufacturer is not intended to restrict Bidders to the specific brand, make or manufacturer; but to convey the general style, type, character, and quality of the article desired. Equivalency to the specified article will be determined based on quality, workmanship, operational economy and suitability for the purpose intended, at the sole discretion of the Purchaser. When a formal specification (no substitutes) is included or referred to in the solicitation, no deviation will be permitted and the Bidder shall be required to furnish articles in conformity with that specification.

1.3.3 Sufficiency of Materials and Equipment Lists

Any item(s) or part(s) of any equipment listed in this solicitation which are not fully described or are omitted from such specifications, but are clearly necessary for the completion of such equipment and its installation shall be considered a part of such equipment even if not directly enumerated or mentioned in the specifications. It is understood and agreed that the Offeror is most familiar with their products and materials, and is in the best position to determine required options, features, or accessories necessary to meet specifications.

Notwithstanding the details presented in this IFB, it is the responsibility of the Offeror to verify the correctness of the material lists and suitability of devices proposed to meet the intent of the specifications.

1.4 OFFEROR QUALIFICATIONS AND REQUIREMENTS

1.4.1 Certification of No Collusion

All Offerors shall certify that their bid has been prepared and submitted without any previous understanding, agreements or connections, with any persons, firm or corporation submitting a bid for this project, and that the bid is in all respects fair, and without collusion or fraud.

1.4.2 Employment Discrimination Prohibited

Offerors must affirm and shall certify by signing their bid document that they fully comply with Title VI and Title VII of the Civil Rights Act of 1964 and all other regulations promulgated there under.

1.4.3 Insurance

By signing and submitting a bid under this solicitation, the Offeror certifies that it has, and will have at the time of contract award, insurance coverage as required in this section. The Offeror further certifies that it, and any subcontractors it engages will maintain such insurance coverage during the entire term of the contract (Code of Virginia §§ 11 – 46.3 and 65.2 - 800 et seq.) and that all insurance coverage will be provided by companies authorized by the Virginia State Corporation Commission to sell insurance in Virginia.

Insurance Coverage and Limits Required:

Worker's Compensation - Statutory requirements and benefits
 Employer's Liability - \$500,000
 Commercial General Liability - \$2,000,000 combined single unit
 Automobile Liability - \$500,000 per occurrence/\$1,000,000 aggregate
 (for each vehicle of the contractor, its agents or employees)

Property Insurance – Full replacement cost

1.4.4 Purchaser Due Diligence

The Purchaser retains the right to require additional information from each Offeror and to conduct necessary investigations to determine reliability and suitability for intended use of products offered, to verify the performance of the Offeror in similar installations, and to determine the accuracy of information contained in each Offeror's bid. Offerors may be required to provide clarification or submit answers to follow up questions regarding their bid. All such communications shall be made formally, and documented in writing. Offerors may be asked to make an oral presentation, which must be followed by a written submission to the Purchaser of information provided or representations made. Under no circumstances shall the Purchaser accept any representations orally, which are not documented in writing, whether or not considered confidential, privileged, or proprietary.

1.5 INQUIRIES

All inquiries concerning clarification of this IFB must be made in writing to:

Mr. Shannon Williams
 Smyth County 911 Coordinator
 121 Bagley Circle, Suite 100, Marion, Virginia 24354
 (276) 783-3298 X 208
 E-mail: smyth911@smythcounty.org

All questions pertaining to this IFB shall be submitted in writing no later than March 5, 2012 at 5:00 PM. Legible facsimile transmissions and E-mail messages are considered to be written.

Questions that the Purchaser feels are pertinent to providing a better understanding of the solicitation by all Offerors will be Transmitted as an addendum to the IFB.

It is incumbent on the Offeror to make whatever inquiries deemed necessary in order to respond to the IFB.

1.5.1 No Contact Policy

Contact regarding this IFB with any representative of the Purchaser, other than that outlined in 1.5 is prohibited. Representatives include elected officials, members of appointed Boards or Commissions, and members of any Selection Committee. Such unauthorized contact may disqualify Offerors from consideration for this procurement. Technical or legal inquiries shall be forwarded to the Purchasing Contact, with the responses officially communicated and documented for the procurement record.

1.6 IFB CLARIFICATION OR INTERPRETATION

Any Prospective Bidder that finds errors, omissions, discrepancies or ambiguities in the IFB should notify the Purchaser and request clarification.

Offerors requesting clarification, interpretation of, or improvements to the general terms, conditions, scope of services, drawings, etc. shall submit a written request which must reach the Purchaser by 5:00 pm at least seven calendar days prior to the date set for the receipt of bids, as reflected in the Procurement Timeline Listing. Any changes to the IFB shall be in the form of a written addendum from the Purchaser prior to the bid submission date, and all Potential Bidders of record will be notified and provided ample opportunity to respond.

All issued addenda will become a part of the IFB. Each Offeror shall be responsible for determining that all issued addenda have been received before submitting a bid and acknowledge their receipt as part of the bid submitted.

1.7 BID SUBMISSION REQUIREMENTS

1.7.1 Submission of Bids

Bid packages shall be submitted in accordance with the requirements of this IFB to the address below:

Smyth County
Attn: Shannon Williams, 911 Coordinator
121 Bagley Circle
Suite 100
Marion, Virginia 24354

Bids may be mailed, delivered by courier, or hand carried. For this procurement, the Purchaser will not accept oral bids, nor bids received by telephone, fax machine, or by other electronic means.

1.7.2 Bid Packaging and Labeling

Each bid package shall consist of one copy of all requested documentation.

The signed bid, the bid security, and any other documents required, shall be enclosed in a suitable sealed opaque envelope. The envelope shall be marked in the lower left-hand corner of its outermost cover with the number, title, hour, and due date of the bid.

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The name and primary mailing address of the Contractor, Virginia Contractor's Registration Number shall also be clearly shown on the face of the envelope.

1.7.3 Time of Receipt of Bids

In order to be considered all bids must be submitted in writing no later than 2:00 PM (EST) on March 12, 2012 at which time, all bids received will be opened and read publicly. No bid will be accepted after the official time and date. Responses that are not hand delivered should allow for delivery time to ensure timely receipt.

The proper and timely delivery of bids to the address above on or before the specified time and date is solely and strictly the responsibility of the Offeror. The Purchaser will in no way be responsible for delays caused by any occurrence.

The time bids are received shall be determined by the clock in the Purchaser's Office.

1.7.4 Authorized Signature

Bids shall be signed only by person(s) legally authorized to bind the Offeror to a contract. If the Offeror is a firm or corporation, the name and official title of the individual authorized to execute the bid must be printed in the signature area. Bids submitted by corporations shall further submit the state of incorporation, and affix a corporate seal.

Unsigned Bids will be rejected without further review or consideration.

1.7.5 Completeness of Bids

All information requested of Offerors should be included in the original submission. Failure to submit all information requested may result in the Purchaser declaring the entire Bid non-responsive, or requiring prompt submission of missing information as a clarification. The intent is to prevent the inadvertent omission of minor information which is critical to the evaluation of this procurement from disqualifying an otherwise complete, compliant and competitive bid. In no event shall the submission of missing information be allowed to provide an advantage to any Offeror, allow revision or delayed submission of pricing information, or result in substantive changes to the bid.

With the exception of the Bidder's authorized signature, all information submitted including prices should be typed to ensure legibility.

1.7.6 Bidder's Deposit

Bids must contain an offer in accordance with specifications. No bid shall be considered unless at the time of its filing, it is accompanied by a deposit, payable to the Purchaser, equal to not less than five percent (5%) of the base bid price. Bid bonds may reference a percentage of the base bid amount. All other forms of security must reflect a face value in accordance with the required amount.

The bid deposit may be in any of the following forms: cashier's check, certified check, or a bid bond issued by a surety licensed to conduct business within the Commonwealth of Virginia. This deposit shall be retained if the selected Offeror fails to execute the contract within 15 days after the award, or fails to give satisfactory surety as required herein.

1.7.7 Changes to Bids

All erasures, alterations, interpolations, interlineations, or other changes in the bid shall be initialed by the person who signed the bid. Where information is ambiguous, in error or conflict, its interpretation shall be that which is most advantageous to the Purchaser. No changes to bids will be permitted by the Offeror after the opening. Unit pricing will prevail in the event an error is made in computations.

1.7.8 Offeror's Understanding of the Scope of Work

By submitting a bid in response to this solicitation, the Offeror represents it has read and understands the Scope of Work and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the contract work. Any clarifications or exceptions taken by the Offeror must be clearly described in a point-by-point bid response.

1.7.9 Offerors' Due Diligence Obligation

The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents, or to acquaint itself with site conditions, shall in no way relieve any Offeror from any obligations with respect to its bid or to the Contract.

By the submission of a bid, Offerors signify that they are fully informed of the bid requirements, character, and extent for supplies, materials, equipment and services necessary to meet the requirements of this specification in accordance with all documents constituting the IFB and shall comply satisfactorily with the contract requirements.

Negligence or error on the part of any Offeror in preparing its bid confers no right of withdrawal or modification of their bid after the submission deadline. Sureties and principals are advised that the Purchaser is not required to give consideration to any "plea of error" in preparation of the bid.

1.7.10 Bid Modification or Withdrawal

A bid may be modified or withdrawn by the Offeror at any time prior to the time and date set for their receipt. The Offeror must notify the Purchaser in writing of its intentions prior to the deadline, and provide clear, complete, and concise replacement documents, where appropriate.

If a change in the bid is requested, the modification must be worded by the Offeror so that it does not reveal the original amount of the bid.

Bids that are withdrawn and modified may be resubmitted up to the time and date set for their receipt. The Purchaser will not unseal bids or insert additional, replacement, or substitute pages or materials.

Any Offeror that wishes to withdraw their bid after opening must do so prior to award by submitting a written request to the Purchaser. The request must be based on a claim of error and must be accompanied by full documentation showing the basis of the error. Such documentation may take the form of supplier quotations, vendor work sheets, etc. If this occurs, the Purchaser may exercise its right of collection against the bid security.

No Bid may be withdrawn after opening when it would result in award of the contract to another Bidder in which the withdrawing Offeror has more than five percent interest. No Offeror who is permitted to withdraw a Bid shall, for compensation, subcontract with the Successful Contractor to supply any material or labor, or perform any other work related to the project, or otherwise benefit --directly or indirectly -- from the performance of the project for which the withdrawn Bid was submitted.

1.8 ACCEPTANCE OF BIDS

All bids received on time shall be accepted. All late bids shall be returned to the Offeror unopened.

1.9 INSPECTION OF BIDS

Bids shall be open to public inspection and available within 10 days of the request after the time of bid opening. Offerors are encouraged to have a representative at the bid opening if information on the bids submitted is desired.

1.10 SELECTION PROCESS

Bids will be opened and read at the appointed hour but the Purchaser reserves the right to perform additional review and evaluation of materials prior to a final determination and award. Contracts will be awarded as promptly as possible after the closing date.

Award will be made based on the lowest priced compliant bid, within the constraints of available funding after contact with the references submitted.

In the unlikely event that two bids have the same offered price, and are both considered the lowest compliant submission, preference shall be given to goods, services and construction products in the Commonwealth of Virginia or provided by Virginia persons, firms or corporations, if such a choice is available; otherwise the tie shall be decided by lot.

The Purchaser requires that the bids and their price remain firm for 90 days after the date of opening. At the end of that period, bids may be extended by Offerors for an additional 90 days at the request of the Purchaser if an award is expected.

1.10.1 Competitive Negotiations and Award

Competitive negotiations shall be initiated if the lowest bid price exceeds available funding.

1.10.2 Protest of Award or Decision to Award

Any Offeror who desires to protest the award or decision to award a contract shall submit such protest in writing to the Purchaser no later than 10 calendar days after posted notification of the intent to award. No protest shall be considered for a simple claim that the selected Bidder is not responsible. The written protest shall include the basis for the protest and the relief sought.

2.0 BID SUBMISSION

The following subsections describe the expected content and general format for the Offeror's response to this IFB.

2.1 INFORMATION TO BE FURNISHED BY OFFEROR

2.1.1 Response Documents

The Purchaser is conscious and very appreciative of the time and effort that must be expended by the Offeror to prepare a complete response. To help reduce preparation time, pricing and bid certification forms, found in an appendix to this document, are being provided in Microsoft Office format. The purpose of providing the “soft copy” is to assist Offerors by eliminating the need to retype the IFB sections and to allow them to simply fill in answers as appropriate.

2.1.2 Point of Contact Required

The Offeror shall clearly identify the single point of contact for information concerning the bid submitted. A contact name, address, facsimile and telephone numbers shall be supplied.

2.1.3 Pricing Sheets

Pricing shall be provided on the sheets provided as an attachment to this specification. The submitted sheets must itemize and total the costs for material, supplies, installation, and project management or supervision for each component offered. Itemized and lump sum pricing must be included for both materials and associated services.

2.1.4 Project Schedule

The Offeror shall submit with its bid, a schedule that shows the order in which the Offeror proposes to carry out the work, with dates on which the Offeror will begin and complete each distinct task segment of the work. The Successful Contractor shall provide a breakdown of the costs of each operable phasing of the work.

2.2 BID SUBMISSION FORMAT

In order to provide for an objective and expeditious evaluation of bids, the Offeror shall organize their bid submission into the format described in this section. Bid documents shall include a unique page number on each page of the original bid and all copies.

2.2.1 Response Outline

Offeror's response shall follow the outline below:

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SECTION 1 - INTRODUCTION

- A. Cover Letter -- Offeror shall submit a cover letter on letterhead, signed by a person with the corporate authority to enter into contracts in the amount of the bid. This letter shall certify the accuracy of all information in the bid.
- B. Bid Security – A bid security as outlined in section 1.7.6 is required for all bids, and must be included in the bid package at the time of opening.
- C. Bidder's Certifications – Completed and Notarized forms stating non-collusion, certification of the bid, and certification of non-debarment.
- D. Certificate of Insurance – A certificate of insurance reflecting coverage in the amounts required in this IFB
- E. References – Offeror shall provide a minimum of three references from customers who have purchased, and who have in service, furniture similar to that offered in the bid. Include a description of the furniture type and configuration, approximate total cost, date of project completion, a current contact person, address, and telephone number for each reference.
- F. Subcontractors – Information on the Offeror's subcontractors shall be submitted with the bid, indicating name, experience, address, telephone, and qualifications.

SECTION 2 - RESPONSE TO SPECIFICATION

In the 'Response to Specification' section; the Offeror shall address each section of this specification with an indication of the response to the subsection noting full compliance by completing the provided sheet with a "Y" (Yes) or "N" (No) response.

COMPLY – Means that the Offeror agrees with and meets the requirements of the IFB.

EXCEPTION - Means that the Offeror does not fully comply with the specification. A detailed explanation of the reason and rationale for the exception must be provided for each exception. The effect of any exception on the functional requirements must be explained.

Note: The terms "surpass" or "exceed" are not acceptable.

The Offeror shall present all exceptions, referenced to the paragraph number, in a subsection of Section 2 titled "Exceptions."

SECTION 3 – BILL OF MATERIALS

The Offeror shall include in its response, a detailed, itemized equipment list and bill of materials, which includes descriptions, sub-assemblies and a cost basis for all offered materials.

SECTION 4 - IMPLEMENTATION PLAN

This section shall contain a description of the Offeror's plan to satisfy all requirements of system implementation. The Offeror shall provide a description of the project management approach to be used and responsible staff to be assigned to the project.

A project schedule shall be provided in PERT or GANTT chart format which depicts the start and stop dates for all tasks and which shows major project events and milestones. The project schedule shall initiate with Contract signing and shall end with final acceptance. The project schedule shall include tasks, resources, task duration, task responsibilities, and milestones. An estimate of the date of project completion shall be given, based upon the tentative project commencement date of April 10, 2012. At a minimum, the following tasks shall be addressed in the project schedule and implementation plan:

<u>TASK</u>	<u>Responsible Party</u>
Contract award	Smyth County
Equipment submittals	Offeror
Pre-Installation Meeting	Successful Contractor
Submittal approval by the Purchaser	Smyth County
Notice to Proceed	Smyth County
Equipment Ordering	Successful Contractor
Delivery of Materials	Successful Contractor
Installation	Successful Contractor
Connection of Power and Ground Systems	Building Electrical Contractor/Successful Contractor
Inspection	Successful Contractor/Smyth County
Corrective Actions (as needed from Inspection)	Successful Contractor
Submittal of System As Built Documentation	Successful Contractor

Each Offeror is required to provide a detailed implementation plan coinciding with the project schedule to describe the ordering, delivery, installation, inspection and acceptance of furniture.

SECTION 5 – INSPECTION AND ACCEPTANCE TEST PLANS

The Offeror shall provide a sample Inspection and Test Plan, describing the inspection and testing to be performed for all materials and work as described in this specification.

SECTION 6 - WARRANTY, SERVICE, AND MAINTENANCE

The Offeror shall include in this section a copy of the warranty for the materials and work. This section shall include the requested information regarding all sub-contractors proposed to perform installation, and warranty service.

SECTION 7 – PRICING

This section describes the pricing details required by the specifications. The Offeror shall address a payment schedule and other related terms. The pricing form, found in an appendix to this specification, shall be used and included in this section. This form provides for itemization and totals of the material cost, project management cost, and installation cost for each component of the project. Pricing information for the primary bid, options, and alternates shall be included in this section.

The Purchaser is exempt from the payment of sales tax on all tangible, personal property or materials provided for its use or consumption.

SECTION 8 - DRAWINGS

The Offeror shall include a representative drawing of the offered furniture that clearly depicts all component equipment. The drawing shall include dimensions, materials, and the part or model numbers of the equipment to be provided. The drawing shall also reflect clearances of furniture from walls, walkways, and doorways, and expected connection points.

SECTION 9 - SPECIFICATION SHEETS

The Offeror shall include specification sheets for each type of equipment included in the response. These specification sheets shall contain model numbers, dimensions, material types, grades, thicknesses and finishes, which correspond to the provided equipment lists.

Specification sheets shall include or be supplemented with a color sheet showing standard colors available from the manufacturer.

SECTION 10 - APPENDICES:

Vendor information, as required to provide a complete bid, shall be inserted into the Vendor Response Appendix area. This section of the Offeror's response shall contain referenced material as needed to support the bid.

Provision, format, and contents of the Appendices are optional, and are intended to provide Offerors an opportunity to submit additional material that will clarify or enhance their response. Cross-references in the main document to the appendices are required in order to ensure that they are properly reviewed and considered.

2.3 EXCEPTIONS

By responding to this IFB, the Offeror agrees to all provisions contained in this document and is assumed to be compliant, unless exceptions are specifically and clearly listed in the response as indicated in Section 2.2.1, Response Outline (Section 2). Exceptions must refer to the specific section, sub-section, requirement, or text passage of the IFB, with which the Offeror disagrees or does not comply.

3.0 GENERAL CONTRACT TERMS AND CONDITIONS:

The general conditions set forth herein apply for contractual services rendered to Smyth County. All Offerors shall be bound by these conditions. Further, these conditions and requirements become part of any contract agreement between Smyth County and the Successful Contractor.

3.1 ANNUAL APPROPRIATIONS

It is understood and agreed that this Contract shall be subject to annual appropriations by the Purchaser. Should the Purchaser fail to appropriate funds for this Contract, the Contract shall be terminated when existing funds are exhausted or can be held in abeyance pending acquisition of appropriate funding. There shall be no penalty to the Purchaser should it fail to secure annual appropriations for this Contract.

3.2 AWARD OF THE CONTRACT

The Purchaser reserves the right to reject any or all bids and to waive any informality.

The Successful Contractor shall, within 15 calendar days after prescribed documents are presented for signature, execute and deliver to the Purchaser, the contract forms and any other forms or bonds required by the IFB.

3.3 ASSIGNMENT OF CONTRACT

The Successful Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or his right, title, or interest therein, without the written consent of The Purchaser. The Purchaser may withhold such consent at its sole discretion.

3.4 CONTRACT PERIOD

A contract for this procurement will be executed between Smyth County and the Offeror for the period of performance through the negotiated and approved schedule, subject to annual appropriation.

3.5 TERMINATION OF CONTRACT

The Purchaser reserves the right to terminate the contract/purchase order immediately in the event that the Contractor discontinues or abandons operations; if adjudged bankrupt, or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.

Failure of the Offeror to comply with any section or part of the resulting Contract/Purchase Order will be considered grounds for immediate termination of the Contract/Purchase Order by the Purchaser.

Notwithstanding anything to the contrary contained in the Contract/Purchase Order between the Purchaser and the Offeror, the Purchaser may, without prejudice to any other rights it may have, terminate the Contract/Purchase Order for convenience and without cause, by giving 30 days written notice to the Contractor.

If the termination for convenience clause is used by the Purchaser, the Offeror will be paid by the Purchaser for all scheduled work completed satisfactorily by the Contractor up to the termination date set in the written termination notice.

3.6 CONTRACTOR'S PERFORMANCE

The Contractor agrees and covenants that its agents and employees shall comply with all City, County, State and Federal laws, rules and regulations applicable to the business to be conducted under the contract.

The Contractor shall ensure that its employees observe and exercise all necessary care, caution and discretion so as to avoid injury to any person or loss or damage to property of any and all kinds.

The Contractor shall cooperate with Purchaser's officials in coordinating and performing the work so that interference to or disruption of normal services and activities will be held to a minimum.

3.7 EQUAL EMPLOYMENT OPPORTUNITY

Any Contractor, which performs any work or supplies any equipment under this contract, shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap or natural origin, except where it is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor.

The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
Employment Discrimination

All solicitations or advertisements for employees placed by or on behalf of the Contractor shall state that such Contractor is an equal opportunity employer.

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

During the performance of this contract, the Contractor shall include the provisions of the foregoing paragraphs in every subcontract or purchase order for \$10,000 or more so that the provisions will be binding upon each subcontractor or vendor.

3.8 MINORITY BUSINESS OPPORTUNITY AND PARTICIPATION

The Purchaser desires that minority business enterprises have the maximum opportunity to participate in the performance of this contract and will:

- Promote affirmatively (where feasible), the procurement of goods, services in connection with construction projects for minority owned business enterprises.
- Ensure that competitive and equitable bidding opportunities are followed to afford minority business enterprises participation. Strive to award contracts and subcontracts to minority business enterprises.

- Identify and communicate to the minority business enterprises community procedures and contract requirements necessary for procurement of goods and services for construction projects and subcontracts.
- Promulgate and enforce contractual requirements that the general contractor or all construction projects shall exercise all necessary and reasonable steps to ensure that minority business enterprises participate in the work required in such construction contracts.

The Contractor shall exercise all necessary and reasonable steps to ensure that Minority Business Enterprises and Women Business Enterprises participate in the work required in this contract. The Offeror agrees that by executing a contract for this solicitation that he/she will exercise all necessary and reasonable steps to ensure compliance with the special provision contained herein for Minority Business Enterprise. The Successful Contractor shall include this special provision, Minority Business Enterprise (MBE), in all subcontracts for this contract. Failure on the part of the Contractor to carry out the requirements set forth in the special provision may constitute a breach of contract and after proper notification may result in termination of the contract or other appropriate remedy.

3.9 COMPENSATION

The Successful Contractor shall be required to submit a complete itemized invoice on each delivery of equipment or service that may be provided or performed under the Contract. Invoices will be associated with, and contingent on a mutually agreed schedule of values, and the achievement of progress and performance milestones as included in the Contract.

All major equipment items shall be itemized to allow the Purchaser to make progress payments as milestones are achieved. These milestones will be negotiated after the time of the bid award.

3.9.1 Payment

Invoices and billing inquiries shall be directed to:

Smyth County 911
Attn: Mr. Shannon Williams
121 Bagley Circle
Suite 100
Marion, Virginia 24354

Payment will be rendered to the Contractor for satisfactory compliance with the Contract within forty-five (45) days after completion of the related work and receipt of a proper invoice. Interim payments shall have a 5% retainage deducted from submitted invoices.

Payment shall not preclude the Purchaser from making a claim for adjustment on any item later found not to have been in accordance with General Conditions and Specifications.

Final payment will be made after delivery and installation or construction, execution of all required work, inspection of the stated work and materials, submission of as-built documentation, and the receipt of a proper invoice. Any retainage which is due to the Contractor will be included with the final payment.

3.10 AUDITING

The Purchaser's personnel or agents may perform in-progress and post-construction audits of the Contractors' records as a result of a Contract awarded pursuant to this IFB. Contractors' Files shall be available on demand and without notice during normal working hours.

3.11 APPLICABLE LAWS AND COURTS

This IFB and any resulting agreements shall be subject to any regulations, and governed in all respects by the laws and courts of the Commonwealth of Virginia. Any litigation with respect thereto shall be brought only in the courts of the Commonwealth of Virginia with sole jurisdiction in the Circuit County of Smyth County.

3.12 DISPUTES

Contractual claims, whether for money or other relief, shall be given in writing at the time of occurrence or beginning of the work upon which the claim is based in any case no later than fourteen (14) days of the beginning of the event. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pending claims shall not delay payment of amounts agreed due in the final payments.

3.13 INSURANCE REQUIREMENTS

The Contractor shall maintain insurance to protect itself and the Purchaser from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from operations under this Contract, whether such operations be by itself or by any subcontractor or anyone directly employed by either of them. Such insurance shall conform to the requirements listed here, and shall be kept in force for the duration of the contract period.

The Contractor shall provide a certificate of insurance indicating the following coverage:

Workers' Compensation	Per Statutory Requirements
Employer's Liability	\$500,000
Commercial General Liability:	\$2,000,000 Combined Single Limit
Automobile Liability	Per Statutory Requirements

Smyth County is to be named as additional insured with respect to the services to be procured. This coverage is to include Premises/Operations Liability, Product and Completed operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

3.14 INDEMNIFICATION

Offerors, by their submission of a Bid, agree that the decisions of the Purchaser are final and shall hold harmless Smyth County, its supervisors, employees, and consultants from any claims, damages and actions of any kind or nature whether at law or in equity as a result of having secured the contract.

The Contractor shall maintain such personal injury and property damage liability insurance as necessary to protect itself from claims arising out of the performance on this contract. The Contractor shall indemnify and hold harmless The Purchaser, its officers, agents, employees, and designated representatives from any and all claims, suits, actions, liabilities, and costs of any kind caused by or arising from the performance of the contract. Nothing contained herein shall be deemed as an express or implied waiver of the sovereign immunity of the County.

3.15 TAXES

The Contractor shall be responsible to pay all county, city, state and federal sales, consumer, or use taxes required by law enacted for the location of the work to be performed at the time of contract execution and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the Contract price, as the taxes are an obligation of the Contractor and not of the Purchaser, who shall be held harmless for same by the Contractor.

3.16 SUBSTANTIAL COMPLETION AND FINAL PAYMENT

The materials shall be provided and work shall be substantially completed within 60 calendar days after contract execution, whichever is later. The work shall be completed and ready for final payment within 30 Calendar days after substantial completion.

3.17 EXTENSION OF PROJECT SCHEDULE

Project extensions may be granted, at the sole discretion of the Purchaser, if delays are experienced as the result of:

- A. Actions taken by the Purchaser or its agents
- B. Changes ordered by the Purchaser.
- C. Difficulties or delays experienced by the Purchaser in completion of the 911 Center, or its availability and security for installation of the console furniture.
- D. Road repairs, mishaps, strikes, Acts of War, Acts of God, riots, lockouts or inclement weather, which would delay equipment or limit access to the installation site.

4.0 BACKGROUND AND GENERAL DESCRIPTION OF WORK

Smyth County is required to relocate their Emergency Communications Center to a new location in order to allow the renovation and expansion of the existing County Courthouse. In order to continue operating the current 911 telephone and radio communications systems, it is necessary to install new console furniture at the location of the new Communications Center as shown below, including a power distribution system, grounding, and support for telecommunications and display monitor equipment.

The address of the new Communications Center will be:
819 Matson Drive
Marion, Virginia 24354

This work must be executed and coordinated to ensure timely completion and continuity of operations during the relocation effort. Separate contracts will be executed for the replacement, relocation and testing of the telephone and radio equipment, and are not anticipated or reflected in this work.

4.1 FURNITURE SYSTEM DESCRIPTION

The Communications Center will be outfitted with four operator positions, identically configured and equipped. Each position will have computer-based 911 telephony, radio console, desktop telephone instruments computer aided dispatch, and mapping systems.

4.2 SCOPE OF WORK

Offerors should carefully examine this specification and fully inform themselves as to all conditions and matters that could in any way affect the equipment or the cost. Should any Offeror find discrepancies in, or omissions from the specification, or be in doubt as to the intent or requirement of any section, these matters should be raised prior to, or at the time of the Pre-bid Conference.

4.3 MAJOR SYSTEM COMPONENTS

The major components of the proposed system shall include:

- A. Suitable modular furniture components, reflecting four operator positions in a closed configuration.
- B. Electronic equipment enclosures to house associated computers and electronic equipment.
- C. A Flat Screen Display Monitor Support system, integrated into the console furniture.
- D. A Cable Management System to neatly route equipment cabling and minimize exposure or the chance of damage.
- E. Personal environmental controls and equipment to allow adjustment of work surface height, heating, air flow, and task lighting.
- F. Other optional, additional shelving, drawers, and storage accessories, matched to the furniture system.
- G. Optional heavy duty work chairs

4.4 SERVICES TO BE PROVIDED BY THE CONTRACTOR

4.4.1 Turn-key

This solicitation and any resulting agreement require the “turn-key” fabrication, delivery, assembly, installation, and testing of support systems as described to provide a complete and functional console furniture system, ready for the installation of communications equipment.

The Contractor, without any claim for additional payment, shall provide any equipment or parts necessary to provide a complete and operational system compliant with the requirements of this IFB and resulting contract, whether or not specifically mentioned in this IFB or the resulting bid.

The Contractor shall furnish all materials, equipment, tools, skill, expertise, and labor necessary to fully complete, in a timely manner, the requirements of this solicitation and any resulting agreement according to the specifications, terms, and conditions.

The Contractor assumes full responsibility for personnel, materials, and equipment employed during execution of the work and agrees to make no claims against the Purchaser for damages to such materials or equipment except for that which is caused solely by the Purchaser, its employees, or agents.

4.4.2 Inspection of Site

Prior to submitting a bid, Offerors shall conduct a thorough review and assessment of site conditions and plans, and identify all of the required services and costs necessary to supply, deliver, assemble, install, and outfit the furniture, and perform other associated work.

4.4.3 System Design

Except for the selection of equipment placement within compartments, placement of accessories and equipment on desktops and writing surfaces, and screen layout by the purchaser, the Contractor shall be solely responsible for the design of the furniture system.

4.4.4 Final Inspection and Testing

At the conclusion of their work, a Contractor representative shall perform a walkthrough inspection and testing of the provided equipment. At the conclusion of the inspection, the Contractor shall provide to the Purchaser, a written report, outlining the inspection, findings, and recommended corrective or remedial actions needed, and a list of action items with expected completion dates.

4.5 OTHER CONTRACTOR REQUIREMENTS

4.5.1 Property Damage

The Contractor shall not, without prior notification and approval, remove any fixtures or property -- real or personal -- from premises, nor temporarily or permanently affix any equipment to premises not specifically required by this solicitation and any resulting agreement without the express written consent of the Purchaser. In the event that any real or personal property of the Purchaser is damaged by any act or omission of the Contractor, or any of its employees, agents, subcontractors or servants, the Contractor shall, at the sole

option of the Purchaser, either immediately repair or replace such damage to the complete satisfaction of the Owners, or, upon the Purchaser's presentation of an invoice, reimburse the Owner(s) for the actual reasonable cost of repairing such damaged property.

4.5.2 System Interruptions

The Contractor must also understand that once operations commence, interruptions in service must be minimized or altogether eliminated during the Contractor work efforts due to the commitment of the Purchaser to provide for the health, welfare, and safety of its citizens. Therefore, at no time will the Contractor, its employees, agents, subcontractors or servants perform any work that could potentially interrupt the communications systems or any components of such system unless the work is coordinated in advance with the Purchaser. If an interruption is unavoidable for the Contractor to perform the required work, the Contractor shall first contact the Purchaser's Project Director and set out in writing the following:

- The nature of the work that will cause the unavoidable interruption.
- The nature of the interruption.
- The planned duration of the interruption.
- A detailed statement of the scope and sequence of the work to be performed during the interruption.

After providing the written notification described above, the Contractor may not proceed with the work until receipt of written confirmation from the Purchaser's Project Director that the interruption is both unavoidable and can be tolerated. If the Contractor fails to follow the procedure described above or if the Contractor's work causes an interruption to a greater extent or duration than was set out in the writing described above, the Contractor shall be strictly liable for all actual damages arising from and caused by the interruption. In no event shall the Contractor be granted any extensions of time for performance under any resulting agreement for the time spent following the above-described procedures.

4.5.3 Shipments

In accordance with the Project Schedule provided by the Contractor and approved by the Purchaser, the Contractor shall be responsible to ship all equipment to mutually agreeable locations for storage, for which the Contractor shall be responsible. The Contractor shall receive all materials purchased and shall receive all delivered items from suppliers at the job site.

Deliveries shall be made in accordance with the Project Schedule, as amended from time to time, and shall be made free on board to their final destination. The Contractor shall provide advance notice of equipment deliveries to Purchaser locations and make deliveries during normal business hours.

4.5.4 Title and Risk of Loss

Title to equipment shall pass to the Purchaser upon Substantial Completion. Should the equipment and services provided not pass all inspections and acceptance tests required by this solicitation and any resulting agreement, title shall revert to the Contractor, and the Purchaser shall retain all rights and remedies available under any resulting agreement,

including, but not limited to, termination. The Contractor shall warrant that, at the time title passes, it shall pass free and clear of all liens, charges, security interests, and encumbrances.

4.5.5 Errors and Omissions

The Contractor shall assume full responsibility for the acts and omissions of all its agents, servants, and employees, and all subcontractors, their agents, servants, and employees, and all other persons performing any of the work required under this solicitation and any resulting agreement.

4.5.6 Testing And Inspections

The Contractor shall be responsible to perform, demonstrate, and document all inspections, testing and re-testing as required throughout the execution of work to ensure the quality of materials and confirm that work is properly performed.

4.5.7 Rework

The Contractor shall be responsible for any removal, replacement, reinstallation, or rework of any parts, equipment, or labor provided as necessary for the system to meet these requirements, up to and including the time of final acceptance.

4.5.8 Maintenance

The Contractor shall provide all labor, parts, tools, and test equipment required for the maintenance of the console furniture and purchased accessories through the warranty period and any extensions thereof covered by a contracted maintenance agreement. The Contractor shall provide a recommended maintenance, cleaning, and finish protection plan to maximize equipment life.

4.5.9 Maintenance Documentation

The Contractor shall furnish to the Purchaser, information with sufficient detail to support maintenance of the furniture and provided accessories.

4.5.10 Project Management & Engineering

For the duration of the contracted project, the Contractor's Project Manager shall attend project meetings as scheduled by the Purchaser and generate meeting minutes or summary notes and action item lists for each project meeting; and maintain a running log of issues and action items. The Contractor's Project Manager shall provide written schedule updates to the project team every two weeks, as required, in a consistent format.

4.5.11 Floor Plans and Console Drawings

The Contractor shall prepare and submit for approval, final scaled floor plans, elevation drawings, and perspective sketches to reflect the equipment as purchased and planned for installation within the new 911 Center. Views shall depict the overall height, and location/arrangement of furniture, storage spaces, as well as typical location of monitors and keyboard/pointing devices. All plans shall be submitted to the Purchaser's Project Manager

for review and approval. The Contractor is responsible for adherence to plans submitted and approvals received.

4.6 SERVICES PROVIDED BY THE PURCHASER

The Purchaser has begun or will undertake certain tasks related to system implementation. Work that the Purchaser anticipates performing includes:

- A. Appointment of a Project Manager, assisted by a professional engineering consultant firm, to guide implementation.
- B. Designing and constructing a new Emergency Communications Center, including raised computer flooring.
- C. Provision of LAN cabling, branch power circuit connections for each operator position, and a permanently mounted telecommunications ground bar beneath the raised flooring.
- D. Coordination and scheduling of meetings and provision of meeting space.
- E. Reviewing and approving submitted floor plans and furniture layouts, and selection of options, finishes and color schemes.
- F. Final connection of console electrical systems to building power junction boxes, final installation of LAN cabling, display monitors, and electronic/telecommunications equipment.
- G. Attendance and Participation in Contractor walk-through inspection.

4.7 ANTICIPATED SCHEDULE

The Purchaser anticipates that the delivery, installation, and outfitting of the furniture should be completed and made ready for equipment installation by June 30, 2012.

5.0 STATEMENT OF WORK

5.1 GENERAL CONDITIONS

The Contractor shall design, furnish, and install, and make ready, a complete and fully operational console furniture system. Design work and materials shall conform to these specifications.

The Contractor shall be responsible for a complete and fully operable installation in accordance with the latest version of the National Electrical Code, local building codes, and all other applicable local, state or Federal codes, regulations, laws and/or ordinances, including the Americans with Disabilities Act. In the event of conflict, the most stringent interpretation and regulation shall apply.

Materials furnished by the Contractor shall be new and of first quality as defined in industry standards. The Contractor shall not make substitutes unless prior approval has been obtained from the Purchaser's Project Manager. Changes to design, materials, finishes or methods of attachment are also subject to the approval of the Purchaser.

The Contractor assumes full responsibility for materials and equipment employed and agrees to make no claims against the Purchaser for damages to such materials and equipment except for that which is caused by the direct, negligent activities of their employees or agents. The Contractor shall be responsible for storage and care of all materials purchased and turned over to them by the Purchaser and shall receive all delivered items by suppliers at the job site or at a designated staging or storage area to be furnished by the Contractor and approved by the Purchaser.

The Contractor shall clean up and remove from the work site on a daily basis (or sooner if directed by the Purchaser's Project Manager) all cartons, crates, packing materials or construction debris, resulting from their own work. Upon completion of work, the entire job site areas shall be left clean and free of trash, debris, mud, dirt, dust, and scrap or excess materials.

The Contractor shall coordinate and schedule the work of all the trades under its responsibility with the building contractor to ensure that no conflicts occur. All work shall be coordinated and efforts communicated to ensure that the project is completed within budget and schedule.

The Contractor shall keep up-to-date marked-up prints of the project drawings on site. Markings indicating changes to the drawings shall be in red ink, clearly visible and completely legible. "As-Built" drawings shall be furnished to the Purchaser's Project Manager at the completion of the project, which incorporate revisions, corrections or additional implementation detail. The Purchaser desires to have final Project Drawings supplied electronically (on CD-ROM) in both AutoCAD Release 14.0 and drawing exchange format (.DXF).

5.2 PRE-INSTALLATION CONFERENCE

Upon notice of award to the Successful Contractor, a pre-installation conference shall be scheduled with the Purchaser representatives. The meeting will be held at the Purchaser's designated location, with a visit to the new 911 Center (under construction) and a review of the building drawings.

Representatives of the Successful Contractor shall attend the conference and be prepared to guide discussion, gather necessary ordering information, and provide feedback and documentation of decisions, selections, and installation details to the Purchaser at the conclusion of the meeting.

The purpose of the conference is to finalize the following information for the console furniture:

- Floor Plan, Console Footprint, Layout, and Clearances
- Selection of Color Schemes, Fabrics and Finishes
- Purchaser Support Requirements
- Cabling and Wiring Entries
- Optional Accessory Selection (Drawers, Shelves, Environmental, etc.)
- Delivery Schedule
- Installation Schedule
- Final Inspection Procedures

Final selection of color schemes and finishes (skins, shells, surfaces, laminates, and fabrics) will be made from those provided with the bid and normally available from the manufacturer's standard offering and appropriate to the console furniture offered.

One full set of laminate, edge, and fabric samples must be provided by the Successful Contractor. Color boards and/or color renderings shall be available at the pre-installation conference to support a final selection.

5.3 SITE WORK

The Contractor shall be responsible for the following:

- As necessary, the design, unpacking, assembly, leveling, and testing of furniture and preparation of the site in accordance with specifications, and all applicable regulations and safety standards.

5.3.1 Site Preparation

Site preparation work includes: initial layout (tape-out) of equipment location, and coordination with all necessary trades (building contractor, flooring subcontractor, electrical subcontractor), including markup of tile entry locations for "service access" and any locations of needed anchor points or needed flooring reinforcement.

5.3.2 Grounding System

The Contractor shall be responsible to provide and connect a console furniture ground system, comprised of an equipment ground bar (Harger RGBH141.519.25A or equivalent) otherwise insulated from, but attached to the console base frame at each operator position. Each ground bar shall be connected to the Building Telecommunications Ground Bar located under the raised floor within the Dispatch Room. Connection shall be made using green stranded copper conductor of an appropriate gauge for the conductor length, but no smaller than #6 AWG. It shall be terminated using irreversible crimp lugs of the appropriate size and type, connected to the ground bars with machine screws and an antioxidant coating between contact surfaces.

A ground wire shall be connected between the metal grounding stud of the console base frame and console position ground bar. Any paint, insulation, or protective coatings shall be scaled from the grounding stud prior to connection. No other point of contact shall be allowed between metallic components of the console furniture and the ground bar. No additional grounding components or work are required for the console, except as required for equipment provided as part of the console furniture (heaters, lifts, lighting, fans, and power receptacles).

All ground connections shall be made as straight as possible with the minimum number of bends, and observing at least 4" separation from other power or telecommunications cabling. Attachments shall be made such that fault or stroke currents flow toward the designated single-point grounding location. Any bends in ground conductors must have a minimum bending radius of 12" and an included angle of more than 90 degrees (no reversal of direction).

6.0 PUBLIC SAFETY CONSOLE FURNITURE

This technical and functional specification details the minimum requirements for public safety console furniture for the new Smyth County 911 center, hereinafter referred to as the console furniture.

The console furniture shall be designed with innovative techniques and durable materials, able to withstand constant utilization (24 hours per day, 365 days per year). Office furniture systems are not expected to provide the durability or the features required, and are therefore will not be considered as suitable for this application.

The design, configuration, and layout of the console furniture shall consider user comfort, ergonomics, and potential for repetitive motion activities, which minimize stress and fatigue for system operators during shifts of up to 12 hours.

The console furniture support system must accommodate and support a variety of computer, communications, flat panel displays, alarm/security devices, user interface and input devices, and other integrative technology devices.

The configuration and layout of the console furniture shall be similar to that shown in diagram of Appendix A, and it shall allow proper and appropriate support, access and clearance when installed in the new 911 center dispatch floor with approximate overall dimensions of 23' X 35'. All access for power, telecommunications, and grounding shall be through access panels in the raised tile floor.

6.1 CONSOLE FURNITURE DESCRIPTION

Each console furniture component shall be constructed using a fully welded steel frame.

All surfaces shall be heat resistant, sound dampening, and flame retardant.

The frames or chassis of Individual console furniture components shall be joined together by machine-threaded bolted construction for optimal structural integrity and durability.

Equipment storage compartments (for CPUs or other similar electronic equipment) shall be integrated into the frame of the console furniture and shall not be an attachment to, or extensions from the base structure. Access to these compartments shall be provided by doors on the front and removable panels from the rear of the console furniture. Each console operator position shall include at least one compartment having the ability to enclose at least four personal computers in a tower configuration (overall interior dimensions of 19"W x 24"H X 24"D – providing approximately 6.5 cubic feet of usable space). These compartments shall allow flexible configuration to accommodate any of the optional equipment mounting or support methods as outlined in section 6.10.7

Each equipment compartment shall be louvered and ventilated by noise dampened and isolated brushless motors. Compartments must be designed with sufficient airflow that they may remain closed during normal operations. Each equipment compartment shall include at least eight simplex L15-5R user accessible receptacles (or equivalent) for the enclosed user equipment, and wired for supply from at least two separate circuits.

Console furniture components shall be of modular design to allow future flexibility in its configuration, with each module having feet, supports, or stabilizers that allow it to be separated, resulting in a stable, stand-alone, self-supporting unit.

The console furniture components shall be constructed with dimensions and concealed utility service access entries that allow future reconfiguration, growth and expansions with minimal disruption.

A uniform application of heavy duty powder coating shall cover the surface of all steel and aluminum components (no unfinished surfaces). “Skins” or end panels may be provided to meet the finish requirements, but must be interchangeable/universal.

6.2 CONSOLE BASE FRAME

The Console furniture base frame shall be of welded construction using a minimum of 16 gauge cold rolled steel. The frame shall also incorporate an adjustable or adaptable mounting system which allows for the movement or removal of shelving to accommodate different equipment dimensions.

The console base shall be freestanding and not reliant on any panels or partitions for stability.

Leveling guides, keyways, or glides shall be provided to allow the entire assembled base frame to be adjusted as one unit.

The frame shall include a system of welded seismic anchoring points for “through floor” attachment and support, if desired by customer or required by local building codes. Information on recommended anchoring methods shall be provided.

The steel base frame shall include a welded grounding stud, and an isolated ground plate.

The base frame shall include an integrated user cable management system. All console support (heat, ventilation, lifts, lighting, etc.) shall be segregated from user cable management areas.

6.3 CONSOLE WORK SURFACE AND EQUIPMENT SUPPORT SYSTEM

The console furniture shall include an equipment support system at or above the work surface level, with integrated cable management. The frame of the work surface equipment support shall be constructed with a minimum of 16 gauge cold rolled steel, and bolted or welded to the base frame for stability.

The an integrated cable management system shall be flush mounted with a removable flap which allows continuous/direct routing of cables off of the work surface (no grommet holes or limited exit locations). The cable management system shall have a removable rear access panels that allow access to cables, and receptacles or connectors.

The Equipment support system shall extend at least 12” above the work surface to support accessory filing and storage accessories and displays. Fully articulating arms (as described elsewhere) shall be provided and mounted to the support system to accommodate six 22 -inch (diagonal) flat screen LCD touch screen monitors in both a “two above four” and “three above three” arrangement at each designated operator position. The height, angle and “focal distance” of each monitor shall be individually adjustable amongst others to ensure maximum operator flexibility, comfort, visibility, and field of vision with limited range of motion or eye movement.

The following filing and storage accessories shall be offered for purchase and installation at the option of the Purchaser:

- Telephone Instrument holder
- Accessory tray
- Paper tray
- Binder shelf
- File sorter

An optional work surface “turret” equipment mount module with the ability to provide 6RU of EIA 19” equipment rack space shall be offered for purchase at the option of the Purchaser. It shall be possible to permanently attach the mount to the support system or furniture base, with wiring access provided through the cable management system. The configuration and location of the turret shall be flexible to ensure that equipment may be placed within operator reach while not restricting monitor location options or obstructing the work surface area immediately in front of the operator.

The cable management system shall include and conceal power receptacles and data ports at the work surface level.

Personal air diffuser vents for personal environmental control system may be integrated into the dividing walls or cable management areas as long as they do not obstruct access or reduce available cabling area.

6.4 WORK SURFACE

The work surface for each operator position shall be of one-piece seamless design and construction (no gaps, uneven or unmatched work surfaces).

The work surface shall be a stain-resistant, high pressure laminate having a non-glare matte finish. All corners or edges shall be molded, chamfered, or beveled and smooth (no sharp edges, and resistant to chips or peeling). The work surface shall be properly supported by the base frame or lifting mechanism to prevent stress and torsion during height adjustments or leveling, and constructed of materials having appropriate density, strength and thickness to prevent bowing or sagging. Work surface flammability shall meet the requirements of ASTM E-84 for Class 1/A Service.

6.5 PANELS, DOORS, AND COVERS

All front and rear access doors or panels shall be from similar materials as the base frame, including a matching finish. The design and fabrication of these components shall be for maximum durability and minimum flexure or warping during normal operation, placement, or removal, including proper alignment on uneven floors or during expansion or contraction from temperature variations.

All doors shall be hung using heavy duty aligning hinges, with positive catches or closers. All removable panels or supports shall be snap-in or lift off design, and adjustable to ensure proper alignment without deformation or bending.

All doors or panels shall be so constructed and assembled, or supplemented with cushions or pads so that they are quiet in operation (do not rattle with vibration or foot traffic).

All front and rear access panels and doors shall be lockable, with no other tools (except a key) necessary for opening, closing (doors), removal or replacement (panels). It shall not be necessary for doors or panels to be locked for them to stay properly closed or seated.

All exterior vertical surfaces shall be constructed with a high density material, with fire resistant, sound absorbing finishes. Edge trim for dividers or partitions shall be flexible, durable and replaceable. All construction or assembly fasteners must be completely concealed from finished surfaces.

6.6 ADJUSTABLE HEIGHT LIFT MECHANISM

The console shall provide for and support user adjustment of the work surface to any level between 28" and 48" above the finished floor to accommodate operator heights and operator preferences from standing to sitting position. Height adjustment shall be continuously variable by user touch control of electrical lifting columns.

The lifting mechanism shall consist of UL listed gear-motors, designed to ensure leveling and support uneven load distributions. The lift mechanism shall be covered to conceal moving or rotating parts and prevent abrasion or rubbing, or wrapping of nearby materials. The columns may not reduce storage space in the base frame cabinets, or restrict user foot room at the work space.

The work surface shall have a gross lifting and support force of at least 750 pounds (including all supported furniture components and payload or equipment).

The work surface, console furniture, and lifts shall be designed to prevent pinch or crush points between movable sections and stationary parts, and equipped with safety switches and/or circuitry to prevent unintentional operation, crushing (across front edge or under work surface), tipping, or damage to removed panels and open doors caused by lift operation or malfunction.

The work surface shall include a flexible cable management "chain" and strain reliefs to allow height adjustment while protecting cables from stress, tangling, breakage, or disconnection during movement.

6.7 OPTIONAL KEYBOARD SUPPORT AND REST

The work surface may have attached to its front area, an independently adjustable area to support and allow the use of a keyboard and pointing device. If provided, the keyboard support and rest shall meet the requirements in the remainder of this paragraph. The width of the keyboard surface shall be at least 24". It shall have a continuous travel range of +/- 5" relative to the primary work surface, and must be capable of tilting forward or backward. The support and rest shall not obstruct or prevent adequate clearance below the work surface in the seated position. The support shall be secured to the primary work surface using reinforced metallic supports attached with machine screws, and tested to support at least 250 pounds.

6.8 MONITOR MOUNTS

All monitor mounts shall consist of fully articulating arms, capable of supporting flat screen LCD touch screen monitors with a weight of up to 16 pounds while fully extended. Movement shall be continuously adjustable, and lockable by a front-accessible release lever, or a "zero force" mechanism that remains stationary and stable in the absence of external placement efforts and forces greater than those required for normal touch-screen activation.

The monitor mounts shall be permanently attached to the work surface equipment support system, so that their height adjusts with the work surface. Mounts shall be capable of attaching to and supporting monitors using standard Flat Display Mounting Interface (FDMI or "VESA" mounting system MIS-D 100 C). Mounts shall be supplied with an adequate quantity of M4 screws, having a length appropriate to the thickness of the mounting plate.

The monitor mounting arms shall provide an additional range of at least 20" when fully extended, a vertical range of 15", a horizontal range of 20", a top/bottom tilt of at least +/-20 degrees, and a face rotation of +/-90 degrees from normal (portrait/landscape).

6.9 ERGONOMICS AND SAFETY

Console furniture shall be designed in accordance with the ergonomic standards of ANSI/BIFMA.

All corners or edges of the console furniture shall be smoothed, chamfered, rounded, or contoured to avoid cuts, snags, abrasion, or wear.

All movements of the lift system shall include design safety features to prevent any pinch points.

Lifts shall be equipped with a redundant circuit design and safety switches that protect against any crush points and prevent movement if it detects that any access panels are removed.

6.10 ACCESSORIES

6.10.1 Task Lighting

Ambient light level in the 911 center will vary and task lighting shall be incorporated in the consoles and capable of serving as the primary source of light for telecommunicators. Lighting solutions must provide 100% of the required light at each workstation and provide user-controlled continuously variable dimming. Incandescent or LED lighting is required. Fluorescent lighting will not be accepted.

6.10.2 Personal Ventilation and Heating Units

Personal ventilation units shall be provided at each operator position, with individual controls for user environment, including circulated air, leg and foot warming, background noise, and lighting adjustment.

Leg and foot warming shall be provided by forced air and shall have a variable heat output from 0 – 700 watts. Radiant or freestanding heat panels shall not be acceptable.

6.10.3 Electrical Power Outlets

Every console operator position must support and accommodate two separate 120 V single phase electrical feeds. Power will be provided via two separate circuits (120/208 – separate phases) for each console operator position with individual neutral and ground conductors.

Power for each operator position will be supplied by an under-floor “pigtail whip” from a covered junction box. A separate feed (two circuits) will be provided for console electronics. The Building Contractors will make two final power connections for each operator position. The console installer shall test and label the power system for each console installed.

Power requirements for lighting, environmental and support controls (task lights, heaters and lifts integral to the offered console), shall not reduce power capacity or outlet availability for critical equipment (computers, monitors, and console equipment).

Receptacle arrangement and spacing must allow the insertion and use of at least two transformer power supplies at each operator position (receptacles or power strips shall provide at least two outlets at each position to accommodate two power plug transformers of at least 2-1/2” wide x 4” long without obstructing access to other outlets).

All power wiring shall utilize stranded copper conductors of #12 AWG or larger.

6.10.4 User Convenience Panel

The Console Furniture system shall include a convenience receptacle panel, to provide extension of data jacks and availability of convenience power outlets. The panel shall be located at or above the work surface level. Each of the four console operator positions shall be equipped with the following items:

- A single 120VAC (L5-15R) simplex receptacle, separately wired for connection to a “non critical” power source during installation.
- Four separate USB 3.0 extension cords, originating from the equipment storage compartment, and having sufficient length and strain relief to allow slide out drawer operation or removal of equipment for rear access.

6.10.5 Optional Pedestal Drawers

Optional pedestal filing and storage drawers shall be offered which can be integrated into the console furniture base frame or configured as a free standing mobile unit.

Pedestal options shall be fabricated from similar materials, thicknesses, reinforcement, and finishes as the primary console furniture components.

6.10.6 Rotating Resource Center and Shelf

A freestanding, rotating resource center and shelving systems is desired for locating common reference materials, or electronic equipment, such as TDD, printer, or monitor/terminal/display equipment.

The Resource Center shall have two shelving levels and a countertop height of at least 30” above floor level, and minimum diameter of 36”

The Resource Center shall include a stationary top cable/power port that allows routing of cables from under the floor.

6.10.7 Equipment Storage Compartment Options

Modular storage compartments must be built into the base frame system.

The integrated base frame compartment system must be offered with the following optional items and which must be field installable (added, modified, or removed without changing base frame):

- CPU Flat shelves
- CPU slide out shelves
- EIA 19” Rack mount module
- Adjustable shelves
- Exhaust Fans

Final selection of these options shall be dependent on a review of the Successful Contractor’s Offering and decisions made at the Pre-Installation Conference.

6.10.8 HEAVY DUTY INTENSIVE USE CONSOLE OPERATOR CHAIRS

Each bid must offer heavy duty console operator chairs, intended for intensive use. These chairs are a Purchaser option. The Successful Contractor shall be prepared to provide a demonstrator sample chair of the selected type for Purchaser evaluation.

Chairs shall be designed for normal desk and work station heights, to be compatible with the furniture system offered, with heavy duty woven, stain-resistant fabric, and intended for constant utilization. Standard office seating is not acceptable.

Chairs shall be of welded steel construction and supported by a rolling base with at least five swiveling caster feet for maximum stabilization and weight distribution.

Each chair shall have a total net weight capacity of at least 300 pounds.

Chairs shall provide "T-shaped" arm rests, with pushbutton height, and width (seat clearance) adjustments. The rests shall be at least 3" wide, 10" deep by 1-1/2" thick. Their lateral adjustment shall allow for an inside clearance between 19-1/4" and 21-1/4." It must be possible for the user to swing arm rests down and out of the way if necessary.

Chairs shall include a fabric covered seat at least 21-1/2" wide and 19-1/2" deep. The seat shall be supported by a gas cylinder/shock absorber and have a continuous seat height adjustment range of at least 17" to 21" above floor level.

Chairs shall be provided with an adjustable, fabric covered, pillow chair-back with built-in lumbar support. The seat back shall be at least 19-1/2" wide at their base, and rise at least 29" above the seat level at its lowest adjustable level. The base of the back must be adjustable from 0-2-1/2" above the seat cushion).

Each chair shall be provided with an extended full replacement warranty of at least four years, to cover casters, frame, gas cylinder, mechanical defects and breakage, and fabric wear.

It is desired that the chair also be available and offered in a larger size, accommodating a seat and arm rests approximately 2" wider than the standard size, and a weight capacity of at least 500 pounds.

7.0 APPENDICES

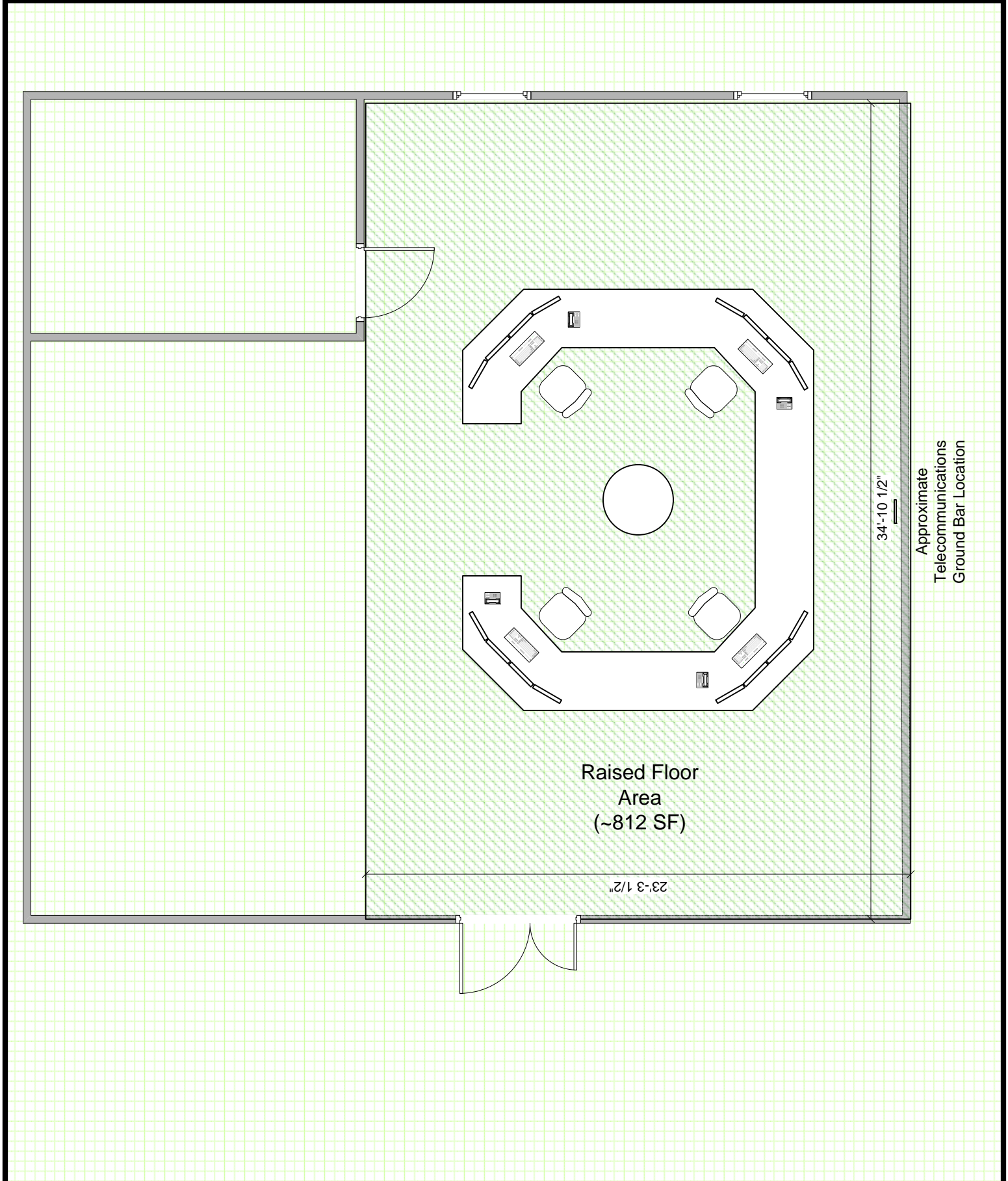
Appendix A Floor Plan



RCC Consultants, Inc.

4900 Cox Road
Suite 235
Glen Allen, Virginia 23060-6509
Tel (804) 353-0300 Facsimile (804) 353-8059

CLIENT Smyth County 911
PROJECT 3235-03 JOB _____
SHEET NO. _____ OF _____ SCALE NTS
TITLE 911 Floor Plan
PREPARED BY JDP DATE 2/9/12
CHECKED BY _____ DATE _____



Raised Floor
Area
(~812 SF)

34'-10 1/2"

23'-3 1/2"

Approximate
Telecommunications
Ground Bar Location

