



REQUEST FOR PROPOSAL
911 WORKSTATION REPLACEMENT PROJECT

Issue Date: Monday, March 29, 2021

Proposals Due: Monday, April 19, 2021 at 1:00 p.m. EST



**CLINTON COUNTY E 9-1-1
CENTRAL DISPATCH**
Director Christine Collom
**100 E. State Street, Suite 1400
St. Johns, Michigan 48879**
Telephone: (989) 224-5109 • Fax: (989) 224-3758



March 29, 2021

To Whom It May Concern:

Clinton County is seeking qualified companies that specialize in providing ergonomically designed 911 dispatch workstations. Firms are invited to submit a "Request for Proposal" (RFP) to become eligible for consideration for the project. Please review Section 1.2 and Attachment #2 for the timeline.

A mandatory onsite tour will be required for all interested parties wishing to submit responses to the RFP. Due to COVID-19 restrictions we will allow two firms onsite at a time. Currently we have reserved April 9th, 2021 for the onsite tours. You must pre-schedule your visit as outlined in the RFP. We will add an additional timeslot if necessary.

Those firms selected for an interview should send the representative that will be the primary contact person with Clinton County, with any other significant members of the consultant team.

Please direct any inquiries to:

Christine Collom, 911 Director

collomc@clinton-county.org

Subject line: *Clinton County 911 Workstation Replacement Project*

(989) 224-5109

Section #1

1.1 Statement of Purpose and General Instructions:

It is the intention of Clinton County Central Dispatch (hereinafter shall be referred to as "Customer") to procure from Supplier 911 ergonomic workstations and installation services for the *Clinton County 911 Workstation Replacement Project*. Recipients of the Request for the Proposal (RFP) (hereinafter shall be referred to as "Supplier").

It is the Customer's practice to seek and purchase suitable, available products and services at the lowest overall costs. While cost is a factor in any contract award, it is not the only factor and may not be the determining factor.

Supplier shall analyze and respond to all sections of the RFP, from Section 2 through the appendices and attachments, and provide sufficient information and product prototypes (if necessary) to allow Customer to evaluate the proposal. A written response is required, if the Supplier is unable to fulfill any section in the RFP. Please indicate on a separate piece of paper an explanation for the sections that are either non-compliant or not applicable.

Supplier shall also furnish all information as requested and complete all forms according to the section instructions.

Any deviations or exceptions to Customer's requirements are to be clearly noted in the Supplier's response. Incomplete proposals, or proposals which do not comply with Customer's stated requirements, may be eliminated from the purchase decision at Customer's discretion.

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

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.

1.2 Proposal Schedule

1. Supplier shall advise Customer of its intention to submit proposal no later than **2:00 p.m. EST. on Monday, April 5, 2021**
2. Mandatory onsite visits **Friday, April 9, 2021 starting at 9:00 a.m. and 1:30 p.m. EST**
3. Questions regarding the RFP shall be received no later than **2:00 p.m. EST. on Monday, April 12, 2021.**
4. Proposals shall be received in the Administrator's Office no later than **1:00 p.m. EST. on Monday, April 19, 2021**
5. Review of proposals will occur at **1:15 p.m. EST on Monday, April 19, 2021.**

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. Questions are to be submitted no later than **April 12, 2021 at 2:00 p.m. EST.**

Suppliers intending to respond to the RFP shall attend one (1) mandatory onsite tour. Suppliers will be required to follow the Clinton County's COVID-19 Preparedness and Response Plan and visitors shall wear a mask and complete the pre-screening requirements prior to entering the facility. The tours will be scheduled in three (3) hour visits. Two (2) vendors will be allowed onsite during each tour. The slots will be filled on a first come, first serve basis. If more than four (4) Suppliers express its intent to respond to the RFP an additional timeslot will be provided.

April 9, 2021 9:00 a.m. EST. - 12:00 p.m. EST.

April 9, 2021 1:30 p.m. EST. - 4:30 p.m. EST.

All tours shall be coordinated with Director Christine Collom via email collomc@clinton-county.org Subject line: *Clinton County 911 Workstation Replacement Project*.

Questions and answers will be recorded and made available in the form of an addendum to this RFP to no later than **Wednesday, April 14, 2021 at 4:00 p.m.**

Questions are to be submitted via email to:

Ms. Christine Collom, 911 Director

Email: collomc@clinton-county.org

Subject Line: *Clinton County 911 Workstation Replacement Project*

Supplier has an obligation to explain and clarify any and all conditions imposed on or included in their responses to this RFP. Responses shall be sealed and submitted in five (5) copies. One copy of the proposal shall be clearly marked "Master Copy". If the proposal is accepted, the master copy will provide the basis for resolving any discrepancies. Proposals may be modified after submission by withdrawal in writing and resubmission prior to the stated due date. Modifications offered in any other manner will not be considered.

Proposal Due Date:

All sealed proposals are due no later than **1:00 p.m. EST. on Monday, April 19, 2021.** The proposals shall be clearly marked *Clinton County 911 Workstation Replacement Project* and be delivered to:

Clinton County Administration

Attn: Craig Longnecker, County Administrator

100 E. State St., Ste.2100

St. Johns, MI 48879

It will be the responsibility of the Supplier that the proposal submitted is received in a timely and proper manner. Late proposals will not be considered.

Proposal Review:

Received proposals will be opened by the Customer on **Monday, April 19, 2021, at 1:15 p.m. EST.** in the second floor Board of Commissioner's room. Attendees will be required to follow the Clinton County COVID-19 Preparedness and Response Plan. Visitors shall wear a mask and complete the pre-screening requirements prior to entering the facility.

Upon evaluation of the proposals, the Customer will notify the Suppliers who submit proposals as to the status of the County's selection of a Supplier. The Customer reserves the right to accept or reject any or all proposals submitted. A final selection by the Customer is expected to be made no later than **Monday, May 3, 2021 at 4:00 p.m. EST.**

1.3 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 1.2 "Proposal Due Date".

1.4 Unauthorized Discussion

Prior to the opening of proposals, all responses will remain unopened in Administration. During this period, any discussion by Supplier with Customer involving price information may result in rejection of said proposal.

1.5 Compliance of Proposal

Proposals shall be signed as set forth in Attachment #3 "Certifications and Assurances," by a duly authorized representative of Supplier. An unsigned proposal may be rejected. An agent of Supplier may sign a proposal only if that person is authorized to sign contracts on behalf of Supplier.

1.6 Review Criteria/Rejection of Proposals

Supplier understands that Customer will review all proposals with particular weight to the following seven (7) major elements:

- 1) Design and Functionality
- 2) Recommendations of staff and/or representatives reviewing the proposal
- 3) Warranty Terms
- 4) Delivery and Installation Schedule
- 5) Contract terms and Conditions
- 6) Record of Performance of Supplier
- 7) Price Quote

The Customer reserves the right to accept or reject any or all proposals, and also the right to waive any formal defects in proposals when deemed in the best interest of the Customer. The Customer reserves the right to accept a proposal higher in price than the lowest proposal and to negotiate with any respondent concerning matters which the Customer determines require clarification or changes not in conformity with the specific requirements set forth herein.

1.7 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 proposed objectives and requirements can be met or exceeded on all aspects of the proposed Products and Service. The County reserves the right to request additional information, which may be deemed necessary to fairly compare proposals.

1.8 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 Suppliers will be notified by letter. In any case, Customer is not obligated to detail any of the results of the evaluation.

1.9 Compliance with Law

All goods or equipment shall comply with all applicable Federal, State, and local laws relative thereto including all safety related items as required by the Federal Occupational Safety and Health Act (OSHA). The Supplier shall defend actions or claims brought and hold harmless the County from loss, cost or damage by reason of actual or alleged violations of Federal, State or local law in the design or manufacturing of equipment and/or material.

1.10 Assignment of Contract

The selected Supplier shall not assign, convey, sublet or otherwise dispose of any contract resulting from this RFP, or right, title or interest in any form, without previous consent in writing from the County endorsed on or attached in the contract.

1.11 Contract Performance and Payment Bond

When a construction contract that exceeds \$50,000 is awarded, the following bonds or security may be required and shall become binding on the parties upon the execution of the contract:

- A. A performance bond satisfactory to Clinton County executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the County, in an amount equal to 100% of the price specified in the contract; and
- B. A payment bond satisfactory to Clinton County, executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the County, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bonds shall be an amount equal to 100% of the price specified in the contract.

Nothing herein shall prevent the requirement of such bonds on construction contracts under \$50,000 when the circumstances warrant.

1.12 Default Provision

In case of default by the Supplier or contractor, the County of Clinton may procure the products or services from other sources and hold the Supplier or contractor responsible for any excess costs occasioned or incurred thereby.

1.13 Non-Collusion Affidavit, Non-Discrimination Clause and Hold Harmless Statement

All Suppliers are required to complete Attachments 1 through 5 and include the completed attachments in the proposal. The person signing the attachments shall be an authorized party as required in Section 1.5.

SECTION #2
911 WORKSTATION
SPECIFICATIONS

Overview

It is the Customer's intent to purchase six (6), ergonomically designed 911 dispatch workstations and repurpose existing equipment in the 911 Administrative Offices. The specifications listed have been developed for the primary function of a 24x7 emergency communications workstation. The comfort, safety, and productivity of the employees is the primary focus and is not intended to mirror the performance characteristics of a specific manufactures product. The performance criteria is required to 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.

The Supplier awarded the contract will have full system responsibilities for following responsibilities:

- 1) Removal of three (3) existing workstations and re-installed in the 911 Administrative Offices. Reconfiguration and privacy panels may be necessary.
- 2) Removal of the remaining three existing workstations
- 3) Installation of five (5) new Telecommunicator workstations and one (1) new supervisor workstation
- 4) Installation of additional storage units and work surfaces
- 5) Coordination with Customer for the final design of the 911 Administrative offices and 911 Center

2.1 Specifications: - Sit-Stand Adjustable Height Workstations

Adjustable Height Workstations

Stability – Function

- a. Requires completely separate independent electric floor supported, adjustable work surfaces for both monitor and keyboard.
- b. Console shall demonstrate stability at full extension. Maximum deflection of one half inch (½") is allowed when a horizontal load of 100 lbs. is applied to the center of each work surface.
- c. Each work surface (input and monitor) shall have a separate lifting equipment weight capacity of a minimum of 300 pounds which does not include weight of work surface.
- d. Console shall meet Operator Clearance requirements of ANSI/HFES 100-2007 page 79 section 8.3.2.1.1 Method 2 as described in Appendix B.
- e. Test requirements: Respondent shall include copies of independent laboratory test results indicating compliance with ANSI/BIFMA X5.5 – 2014.

2.2 Specifications: - Keyboard/Input Surface - Sitting/Standing

Keyboard Surface height requirements are considered paramount to proper ergonomic positioning. All proposers shall 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

- a. Keyboard surface shall have **static** load capacity of a minimum of 500 lbs. to prevent damage from users sitting / leaning on or using the surface as an aid in standing.
- b. Keyboard surface shall lower to a minimum of the 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.
- c. Keyboard surface shall raise to a minimum of the 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 shall accommodate multiple keyboards or other input devices and still provide room for note taking on either right or left hand side. Currently the workstations have three (3) mice, two (2) keyboards, one (1) Genovation keypad, and one (1) headset charging station.

- a. Keyboard surface shall be electrically adjustable with electronic controller having digital readout in one (1) cm increments to enable precise position replication and shall have provisions for connection to network/computer for software used to control console from computer.

2.3 Monitor Surface-Standing/Sitting

Monitor Surface height requirements are considered paramount to proper ergonomic positioning. All proposers shall 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.

- a. Monitor Surface shall 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)
- b. Monitor Surface shall 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)

- c. Monitor Surface shall be wide and deep enough to accommodate up to six (6) monitors: three (3) 19" and three (3) 26" LCD flat panel monitors or the number/size specified in equipment inventory and/or project drawings in two rows. (Five (5) monitors on bottom, one (1) monitor on top)
- d. Stacked monitor surface shall be able to lower below the keyboard surface to maintain proper viewing angles for most users.
- e. Monitor surface shall be electrically adjustable with electronic controller having digital readout in one (1) cm increments to enable precise position replication and shall have provisions for connection to network/computer for software used to control console from computer
- f. Monitor surface shall 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 minimum of a 500 lbs. static load.
- g. Monitor braces preferred to have the ability to move forward and backwards on the monitor surface.

2.3.1 Adjustable Monitor Rack

- a. Parabolic monitor rack shall be curved to match the cockpit shape of the workstation and achieve as close to equal focal lengths from the user's eyes to the face of each monitor as possible and also position monitors for a view angle perpendicular to the screen.
- b. 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.
- c. Mounting rail shall permit unrestricted horizontal adjustment of LCD mounts anywhere on the rail.
- d. LCD mounts shall provide for all monitor mount sizes.
- e. 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.
- f. Monitor rack shall have simple and clean cable management on the back.
- g. Vendor shall supply premium quality cable extensions as required to reach CPUs in CPU cabinets and provide adequate length to extend CPUs for service.

- h. An open shelf shall be located under the front edge of the Monitor surface for material/equipment storage in the primary reach zone. The rack shall be at least 9" High by 16" long.

2.4 Adjustment Devices

- a. Independent keyboard surface shall be separately adjustable with electronic controller.
- b. Controller shall not be located where it can be damaged by chair arms. Location under front edge of keyboard surface is unacceptable.
- c. Safety finger clearance of 1½" minimum between stationary returns and moving surfaces or between moving surfaces of double surface tables is required.
- d. Controller shall include collision detection technology which will detect sudden changes in load to identify obstructions in the path of the moving surface. Collision detection technology to cause work surface to stop on detection of obstruction and reverse direction approximately 10cm to avoid entrapment of obstruction. Collision detection shall function in both upward and downward directions.

2.5 Environmental Control

- a. User Device shall be located on the Keyboard surface within easy reach of the user. The device shall control airflow, heating, adjustable lighting and a status indicator light. The Device shall incorporate a motion detector which will shut down all selected functions when the workstation is unoccupied for a minimum of fifteen (15) minutes. All selected functions will resume when motion detector senses movement in the workstation.
- b. Controls shall be available to provide above-surface air flow and below surface heat.
- c. Above surface air shall include dual desktop fans. Below surface heat shall include forced-air heat, adjustable to warm from the feet to torso.
- d. Environmental controls shall be separate from lift system controls, so that a failure of does not render the workstation unusable.
- e. Task lights shall be at each station. Lights shall be dimmable with the ability to adjust for user comfort.
- f. Status Indicator Lights shall be available for up to two (2) colors and must interface with Motorola Solutions radio and telephone equipment to provide

- g. Ambient lighting is desired to splash blue light down the work surface, behind and under the monitors. The lighting shall be positioned to not obscure the direct view of the user in a sitting or standing position. The lighting shall include operator controlled dimming so that the operator can set the light level for comfort.
- h. Cup holders shall be available and be able to mount to the front of the surface such that any spills would go directly to the floor and not onto the work surface that occupies any equipment. They shall be able to rotate, slide or fold out of the way to avoid obstruction of the user when not in use.

2.6 Data Connection Center

- a. The Data Connection Center (DCC) 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.
- b. It shall have at least eight (8) locations which can be configured with USB ports.
- c. It shall have two (2) locations for charging stations
- d. The DCC 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.
- e. Supplier shall supply appropriate number of extension cables sufficient length to reach computer equipment.

2.7 Console Electronics

- a. All electronic control boxes which power the height adjustment of the surfaces shall be mounted in easily accessible location for trouble shooting. Users and service technicians shall not be required to crawl under consoles and look at the bottom of the surface.
- b. All console control electronics shall be labeled for easy identification. This includes cables, electronic boxes and pathways.

2.8 Cable Management

- a. Cable pathways shall be easy for the tech to access from the front of the console. Consoles which require rear access shall not be considered.
- b. Monitor and keyboard cables shall have separate pathways from the computer to the end point.

- c. Cable entry path from computer cabinet to the console shall have openings large enough for all cables and a hand to fit through. Minimum of 2.5" in height by 10" wide.
- d. Cable Bridge shall support cables from cabinet to console. It shall have separate pathways for low voltage and high voltage.
- e. 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.
- f. Keyboard cabling shall be guided from Cable Bridge through energy chain to keyboard surface.
- g. 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.
- h. "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 shall be aligned with grommets for management of cables/transformers and cable connections.
- i. Supplier shall provide premium quality extension cables as required to connect monitors, keyboards, mice and all devices to CPUs.

2.9 Drawer Pedestals

- a. Drawer Configuration: Each workstation shall have one (1), three-drawer pedestal.
- b. All drawers shall have full extension 100 lb. rated - soft close - steel ball bearing drawer slides.
- c. Drawer pedestals shall have gang locking mechanism with master keyed removable core locks.
- d. Each pedestal to include pencil tray insert and side filing conversion bar with capability to hang letter or legal size hanging files.

2.10 CPU Enclosures

Each station shall have a CPU Enclosure and be able to accommodate up to three (3) mini-tower cases up to eight (8") inches wide and eighteen (18") inches high.

- a. Enclosure shall be a minimum of 29" deep in order to accommodate CPU's and cabling.

- b. Enclosure shall have at a minimum of two access points (top, side, and front)
- c. It is desired that the enclosures have an internal LED service light as standard equipment.
- d. Enclosures shall be equipped as standard with active ventilation using a quiet fan to keep electronic equipment cool.
- e. Enclosures shall not be located underneath a height adjustable surface due to potential crush zones.
- f. Supplier shall provide premium quality extension cables as required to connect monitors, keyboards, mice and all devices to the CPU's.

2.11 Panel System

The panel system shall be specified to provide for cable management, visual separation of tasks, and other sound barrier and sound absorptive functions. Consoles without panel divider systems shall not meet base bid requirements.

- a. Internal cable management within the panel frame system shall be required. The panel frame internal CAT5e cable capacity shall be stated in the response.
- b. The system shall be constructed in a manner to allow additional segments to be stacked on a base panel frame to allow for future change or reconfiguration.
- c. Panel Top Caps-flush mounted design to be removable without tools.
- d. Panel segments are to be user removable/replaceable without tools.
- e. Acoustical panel construction- all panel segment tiles above the work surface height shall be of acoustical construction.
- f. Glass panel or similar material shall be the top of the panel system and between the workstations.

2.12 Work Surface and Storage

The Supplier shall provide unit pricing for work surfaces between workstations that connect and unit pricing two (2) drawer and three (3), - 36" wide lateral cabinets. The cabinets will be used for the storage of documents and light equipment such as keyboards and training manuals.

Flat work surfaces will be used for additional laptops, telephones and general office equipment between the workstations.

2.13 Warranty

Minimum warranty requirements are five (5) years from date of customer acceptance or beneficial use and occupancy whichever occurs first. Warranty shall include components of console system and 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.

2.14 Sales Tax

Sales tax is not to be included in unit pricing. A tax exempt certificate/number will be provided to the selected supplier.

2.15 Payment Terms

Payments will be distributed 50%-25%-25%. 50% will be issued once a contract is agreed upon between the supplier and customer. 25% will be paid when the equipment is delivered, the final 25% will be paid when the project is completed and the customer is satisfied with the installation.

SECTION #3
INSTALLATION

- 3.1** The Supplier shall specify what company will perform the installation and maintenance contracts. Also, the Supplier shall specify names and addresses of any subcontractors.
- 3.2** The Supplier shall ensure all personnel are able to pass a background check in compliance with the Criminal Justice Information Center laws. The background check includes but not limited to: fingerprinting, criminal history, and successful completion of the Security Awareness Training.
- 3.3** The Supplier shall ensure all personnel follow the Clinton County COVID-19 Preparedness and Response Plan during any in-person visits to the Center. All personnel shall pre-screen prior to entering the building and 911 Center and wear a mask during the installation.
- 3.4** A schedule shall be determined and mutually agreed upon that minimizes any disruption in the 911 Center. Arrangements for scheduling this work shall be mutually agreed to, no less than fifteen (15) business days after award of the project is approved by the Clinton County Board of Commissioners.
- 3.5** All installations and removals shall be performed in such a way that it will minimize down time of the workstations.
- 3.6** All installations shall be performed per the manufacturer's recommendations and will use good engineering practice (wires, cables bundled, no sharp edges exposed, no wire exposed). Cable management shall be discussed with the Customer prior to installation.
- 3.7** All materials, tools equipment and trash shall be removed from project site each day.
- 3.8** Installation shall be coordinated with Clinton County for takedown/reconfiguration of existing furniture system, electrical, communications and data distribution.

SECTION #4
Supplier Response and Unit Cost Information

4.1 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. The mandatory submissions are not the sole requirements of the RFP. All conditions and requirements throughout this RFP are considered binding. Customer will be the final authority in determining the responsiveness of a proposal.

4.2 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. However, quoted unit prices shall be guaranteed for one year from date of Customer acceptance, plus freight and installation of in any quantity.

4.3 Manufacturing Lead Time, Delivery and Installation

Each proposal shall contain the Supplier's expected times for Manufacturing, Delivery and Installation of proposed equipment.

4.4 Inclusive Unit Cost Information

Supplier's proposal shall be inclusive of all costs including delivery and installation as defined in Section 2. Failure to provide this information may cause Supplier's proposal to be eliminated from the decision. All costs listed to include specified material, warranty, freight and installation, any additional costs shall be listed.

4.5 Supplier Response

In addition to completion of the forms contained in this RFP, the Supplier's response is to be returned in a format that follows the RFP section by section stating the Supplier is compliant, non-compliant or not applicable (N/A for sections in which compliance/non-compliance is not an appropriate response). (Attachment 5)

4.6 Additional Services

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

4.7 Service and Parts

Suppliers shall be prepared to submit evidence to the County, in addition to that required in this RFP that qualified personnel and adequate parts inventory are available to maintain all equipment specified in this RFP in effective operation.

ATTACHMENT #1

Owner: Clinton County
Clinton County Central Dispatch
Project Name: *Clinton County 911 Workstation Replacement Project*

Response Format: Customer wishes to have the proposal submitted in the following format:

- a. Cover Letter
- b. List of authorized individuals that includes: name, email address, and telephone number.
- c. Bid Documents: Including RFP, appendixes, signature pages, and test certifications and any additional information you would like the Customer to consider. (maximum one page)
- d. Itemized Quotations and Total Bid Price
- e. Line by Line Compliance Response
- f. Payment policy and schedule if different than listed in Section 2.3
- g. Layout Drawings- including overall view, typical station details, 3 dimensional views,
- h. References- List of three (3) references from similar installations completed in the past five (5) years. Include contact name, email, and telephone number.
- g. Warranty-Five (5) year minimum per Section 2.

ATTACHMENT #2

SCHEDULE OF ACTIVITIES

The following schedule has been established by Clinton County Central Dispatch for the
Clinton County 911 Workstation Replacement Project
Section 1.2

March 29, 2021	E-Mail the <i>Clinton County 911 Workstation Replacement Request for Proposal</i> to invited firms and post on the County Website (www.clinton-county.org) for interested firms
April 5, 2021	Deadline for Notification of Intent to provide an RFP
April 9, 2021	Mandatory onsite Visit
April 12, 2021	Deadline for receiving questions regarding the RFP
April 14, 2021	County's response in the form of an addendum to questions
April 19, 2021	Proposals due in the Administrator's Office
April 19, 2021	Review and document responses
April 21-April 23, 2021	Notify firm(s) of interview dates, if applicable
TBD	Select the best firm based on qualifications
TBD	Negotiate final contract with selected firm
May 14, 2020	Notification of suppliers not chosen for the project

ATTACHMENT #3

CERTIFICATIONS AND ASSURANCES

Firm Name: _____

The Supplier makes the following statement of assurances as a required element of the bid to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other bidders for the purpose of restricting competition. However, Supplier may freely join with other persons or organizations for the purpose of presenting a single bid.
2. The attached bid is a firm offer for a period of one hundred eighty (180) days from the proposal due date, and it may be accepted by Clinton County without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the one hundred eighty (180) day period.
3. Supplier understands that Clinton County will not reimburse Supplier for any costs incurred in the preparation of this bid. All bids become the property of Clinton County, and Supplier claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this bid.
4. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the bidder and will not knowingly be disclosed by him/her prior to opening, either directly or indirectly to any other bidder or to any competitor.
5. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
6. Supplier agrees that submission of the attached bid constitutes acceptance of the solicitation contents.
7. Supplier acknowledges communication of any kind regarding the RFP directed to parties other than the identified contact person may result in disqualification of Supplier's proposal.
8. Supplier warrants that no conflict of interest knowingly exists for any member of the project team that contributed to this bid or prospective contract.
9. Supplier shall procure and maintain Workers' Compensation Insurance, including Employer's Liability Coverage, in accordance with all applicable statutes of the State of Michigan during the duration of this prospective contract.

10. Supplier shall procure and maintain Professional Liability Insurance (errors and omissions) shall be maintained during the life of this contract with limits of liability of not less than \$1,000,000 per claim.
11. Supplier shall procure and maintain Comprehensive General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the following: a) Contractual Liability; b) products and completed operations; c) Independent Contractors Coverage; d) Broad Form General Liability Endorsement or Equivalent.
12. Supplier shall procure Additional Insured Commercial General Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insureds". The County of Clinton, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
13. Cancellation Notice- All insurances described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advanced written notice of cancellations, non-renewal, reduction and/or material change shall be sent to Clinton County Administrative Services, Attention Craig Longnecker, 100 E State Street Suite 2100, St. Johns, MI 48879"
14. Supplier shall provide to the Count of Clinton at the time the contracts are returned by it for execution, two (2) copies of certificates of insurance for each of the policies mentioned above. If so requested, certified copies of all policies will be furnished.
15. Supplier shall, as required by law, and/or the Equal Opportunity Employment and Non-Discrimination Policy of Clinton County, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification.) The Supplier shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:
 - The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
 - The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
 - Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 394, as amended, and regulations promulgated there under.
 - The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 328 (42 USCA §12101 et seq), as amended, and regulations promulgated there under.

Breach of this section shall be regarded as a material breach of the agreement.

16. The Supplier who is selected shall, at its own expense, protect, defend, indemnify, save and hold harmless the County of Clinton and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all

costs from administrative proceedings, court costs and attorney fees that the County of Clinton and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the Supplier or its employees, servants, agents or subcontractors that may arise out of the agreement.

The Supplier's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the Supplier.

17. The Supplier who is selected shall be an independent contractor. The employees, servants and agents of the Supplier shall not be deemed to be and shall not hold themselves out as employees, servants, or agents of the County and shall not be entitled to any fringe benefits received by the County's personnel, such as, but not limited to, health and accident insurance, life insurance, longevity or paid sick or vacation leave. The Supplier shall be responsible for paying all compensation to its personnel for services they have performed under this Contract and for withholding and payment of all applicable taxes to the proper Federal, State and local governments.
18. The Respondent must certify to the County that neither it nor any of its successors, parent companies, subsidiaries, or companies under common ownership or control of the Contractor, are an "Iran linked business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of the Iran Economic Sanctions Act, Michigan Public Act 517 of 2012 (MCL 129.311 et seq.). The Respondent shall not become an "Iran linked business" during the term of the contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS OF INVESTIGATION AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

19. The Customer reserves the right to accept or reject any or all proposals, and also the right to waive any formal defects in proposals when deemed in the best interest of the Customer. The Customer reserves the right to accept a proposal higher in price than the lowest proposal and to negotiate with any respondent concerning matters which the Customer determines require clarification or changes not in conformity with the specific requirements set forth herein.

ATTACHMENT #3

SIGNATURE PAGE

The Supplier 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.

Legal name and address of firm submitting the Request for Proposal:

Signature of Approving Authority

Title

Printed Name

Date

THIS FORM SHALL BE COMPLETED AND RETURNED WITH YOUR BID. FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN DISQUALIFICATION.

**ATTACHMENT #4
Price Quote**

Supplier’s proposal should include one proposal cost including product, delivery and installation of the workstations, work surfaces and storage units.

Equipment Description	Quantity	Unit Price	Extended Price
Miscellaneous Items required for installation			

Services	Price
Removal/reinstallation of current equipment in 911 Administrative offices.	
Removal of remaining Existing Equipment	
Installation of new Equipment	

Total Equipment Cost:	
Total Services Cost:	
Total Project Cost:	

ATTACHMENT #5

The Supplier’s response is to be returned in a format that follows the RFP section by section stating the Supplier is compliant, non-compliant or not applicable (N/A for sections in which compliance/non-compliance is not an appropriate response). [Section 4.5]

SECTION NUMBER	COMPLIANT	NON-COMPLIANT	N/A	COMMENTS