



Purchasing Division
General Services Department

Invitation For Quote (Bid)

John H. McMillin, Purchasing Manager
805/568-2690 - Fax: 568-2705

Bid Data

BID NUMBER: 362044
COMMODITY CODE: INTERNAL: 362-00
COMMODITY TITLE: **DISPATCH CONSOLE FURNITURE**
BUYER: Mark Masoner
BUYER PHONE: 805/568-2692 FAX: 805/568-2705
E-MAIL: masoner@co.santa-barbara.ca.us
ISSUE DATE: 10/22/09

Bid Opening

DAY / DATE: Tuesday, November 10th, 2009
TIME: 2:00pm
LOCATION / MAIL ADDRESS: Purchasing Division
105 E. Anapamu Street, 3rd Floor
Santa Barbara CA 93101-2070


Bid Contents

- 1.0 **Introduction**
- 2.0 **Primary Specifications:** describing generally what is needed
- 3.0 **Ancillary Requirements:** items related to this Bid
- 4.0 **Terms & Conditions:** that are general in scope
- 5.0 **Instructions:** for submitting a Reply
- 6.0 **Forms:** general instructions
- 7.0 **Specifications**
- 8.0 **Quotation Worksheet:** *complete & return*

Sealed written Replies to this Invitation must be received by Purchasing no later than the date, time and location indicated above for the Bid Opening. Submittal by fax is not acceptable.

Note: This Invitation does not constitute an order for the goods or services specified.

To enhance your odds for positive delivery and proper handling of your Reply, we ask that you duplicate the following label and affix it to the outside of your submittal envelope.

Bid #362044 - Due:11/10/09
Mark Masoner
County Purchasing Division
105 E. Anapamu Street, 3rd Floor
Santa Barbara CA 93101-2070


See Section 5 for additional instructions regarding Reply submittal. It is **your** complete responsibility to meet the submittal requirements. We recommend you verify the label data with the title page; the latter prevails.

(Note: the barcode has been tested and verified for United States Postal Service first class mail. However, since most Replies are submitted via express or by hand, the barcode may not be useful, and may therefore optionally be omitted from the label.)

1. INTRODUCTION

- 1.1. **INVITATION** - Thank you for your interest in this bid process. The County of Santa Barbara, through its Purchasing Division, invites Replies that offer to provide the goods and/or services identified on the title page and described in greater detail in Sections 2 and 3 below.
- 1.2. **DEFINITIONS** - We will speak with you relatively informally throughout the Invitation in order to help the process be a little more human and friendly. Even though the language is informal, we intend to express our expectations clearly, and they are to be legally interpreted to accomplish the outcome summarized above.
- 1.2.1. **We / Us / Our** - These terms refer to the County of Santa Barbara, a duly organized public entity. They may also be used as pronouns for various subsets of the County organization, including, as the context will indicate:
- Purchasing* - the Purchasing Division of the General Services Department, including its Purchasing Manager (also known as Purchasing Agent) and staff of professional Buyers.
- Department/s* - The County department/s for which this bid is prepared, and which will be the end user/s of the goods and/or services sought.
- Designee* - the County employee assigned as your primary contact for interaction regarding Contract performance.
- 1.2.2. **You / Your** - These terms refer to all recipients of this Invitation. The term may apply differently to different classes of entities, as the context will indicate. For instance, "you" as a Supplier would have different obligations than "you" as a Vendor or Bidder may have. We'll be specific whenever it seems warranted.
- Vendors* - All business entities which may provide the subject goods and/or services.
- Bidder* - Any business entity submitting a Reply to this Invitation. Vendors that may be invited to respond or which express interest in this Invitation, but which do not submit a Reply, have no obligations with respect to the Bid requirements.
- Supplier* - The Bidder whose Reply to this Invitation is found by Purchasing to suit the best interests of the County. Supplier will be selected for award, and will enter into an agreement for provision of the goods and/or services described in the Invitation.
- 1.2.3. **Bid** - refers to the entire process we're embarking on here. It includes the Invitation, the Reply, and any other related activities and documentation until the award is consummated.
- 1.2.4. **Invitation** - includes this document, and any related attachments or amendments. An Invitation may be used to solicit various kinds of information. The kind of information this Invitation seeks is indicated by the title appearing at the top of the first page. An "Invitation For Quote" is used when we have a pretty well defined need to fulfill. An "Invitation For Proposal" is used when multiple alternative ways of meeting the need may be considered.
- 1.2.5. **Reply** - is the document submitted according to the Invitation instructions, plus any written clarifications we may request. Reply does not include any verbal or documentary interaction you may have with us apart from submittal of a formal Reply or of responses to our written request for clarification.
- 1.3. **INVITATION CLARIFICATION** - Questions regarding this Invitation should be directed in writing, preferably by fax, to the Buyer specified on the title page, as soon as possible after you receive the Invitation. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: written requirements in the Invitation or its amendments are binding, but any oral communications between you and us are not.
- 1.3.1. **Bidder Responsibility** - We expect you to be thoroughly familiar with all specifications and requirements of this Invitation. Your failure or omission to examine any relevant form, article, site or document will not relieve you from any obligation regarding this Invitation. By submitting a Reply, you are presumed to concur with all terms, conditions and specifications of the Invitation unless you have raised objection as instructed in Section 5. Objections we consider excessive or affecting vital terms may reduce or eliminate your prospects for award. *If at any time we discover deviations in your Reply that are not identified as instructed, you will be subject to disqualification from consideration or cancellation of contract.*
- 1.3.2. **Invitation Amendment** - If it becomes evident that this Invitation must be amended, we will issue a formal written amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder whose offer is the most advantageous to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County and, as such, will not be determined by price alone. Price does matter, of course; we will be seeking the least costly outcome that meets our needs as specified.
- 1.5. **CONTRACT EXECUTION** - This Invitation and the Supplier's Reply (pertinent sections) will be made part of any

resultant Purchase Order and will be incorporated in the Order as set forth, verbatim. Additional Order terms may be negotiated between Supplier and County.

- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Purchase Order, they will be resolved by giving precedence in the following order:
 - 1) the provisions of the Order (as it may be amended);
 - 2) the provisions of the Supplier's Reply (as it may be clarified);
 - 3) the provisions of the Invitation (as it may be supplemented).
- 1.6. **USE OF BRAND NAMES** – We will sometimes use a manufacturer or brand name in order to establish a commonly recognizable standard for quality and utility. What you offer must equal or exceed the quality and utility of the specified article. Unless an item is marked “no sub[stitute]” (indicating that we have determined that identical supply is necessary), our use of a brand name does not restrict you to that specific item.
- 1.7. **LOCAL VENDOR PREFERENCE** - The County will apply a 6% local vendor preference where applicable

2. **PRIMARY SPECIFICATIONS**

- 2.1. **SCOPE** - The Sheriff's Department of the County of Santa Barbara requires thirteen (13) standard workstations which may be utilized for emergency dispatching operations 24 hours a day, 7 days a week. The current configuration and layout in the Dispatch Center needs to be duplicated as close as possible with the new workstations due to cable channeling under the floor. This project may be completed in a phased approach due to budgetary constraints. Details will be determined upon finalization of the contract.

The attached Specification Worksheets have been developed for dispatch workstations for your consideration and response. This specification was developed with the comfort, safety and productivity of Santa Barbara County Public Safety Dispatch employees as its primary focus, and is not intended to mirror the performance characteristics of a specific manufacturers product, but to establish performance criteria required to best accommodate a range of users and potential users from the 5th percentile seated female to the 95th percentile standing male. Any manufacturer's product which meets these performance requirements will be given serious consideration.

WORKSTATIONS SHALL ACCOMMODATE BOTH STAND-UP AND SIT-DOWN POSITIONS IN ONE UNIT AS DEFINED BY :
ANSI/HFES 100 – 2007 HUMAN FACTORS ENGINEERING OF COMPUTER WORKSTATIONS - dated November 16, 2007

- 2.1.1. **Intended Service Application** – Public Safety/911 Emergency Communication Centers pose unique challenges and demands. Unlike in an office environment, personnel are required to manage multiple monitors and additional ancillary rack mount electronics. Additionally, Emergency Communications Consoles are utilized 24 hours per day/ 7 days per week by different employees with different physical sizes and needs. It must be recognized that this user environment will receive at least five times the use of typical office furniture each year. With this in mind, only console furniture specifically designed and engineered for Emergency Communication Centers will be acceptable. Office furniture systems will not be considered.
- 2.2. **SPECIFICATIONS** - Enclosed are specifications for the type of equipment stated in the above scope. You must state compliance with specifications or explain all exceptions in detail. If you “Exceed Specification”, bidder must state how they exceed or deviate from specification in detail. Minor deviations from specifications may be acceptable provided that the operating capacities or characteristics of the unit are not adversely affected. The County reserves the right to make the final determination as to whether or not any deviations are acceptable.
- 2.3. **JOBSITE INSPECTION** - At your request, you may make arrangements to visit the County Dispatch Center jobsite by contacting: Lisa Mathiasen, PH 805-692-5730.
- 2.4. **OPEN SPECIFICATIONS** - The specifications for this equipment are intended to be “open” to allow competition. If you feel these specifications are restricted in any way that would prevent you from bidding, respond immediately via fax to the number on the cover page with your concerns, itemizing the specification in question and providing detailed information as to why you think the specification is restricted. We will review those concerns and make a determination as to whether or not we can receive competitive bids for this equipment and issue any amendment accordingly.
- 2.5. **REGULATIONS** - Consoles shall meet ANSI/HFES 100-2007 and ADA guidelines and requirements.

3. ANCILLARY REQUIREMENTS

- 3.1. **QUANTITIES** - The County will be placing an order for Thirteen (13) workstations as specified.
- 3.2. **PRICES** - Prices quoted will include dealer prep charges, freight (FOB destination), transfer fee, documentation, etc. The County is exempt from License Fees. The prices as bid will apply to any like additional units which the County of Santa Barbara may desire to order for a period of thirty days after the date of the original order.
- 3.3. **LITERATURE** - Bidders shall submit detailed literature of the vehicle they propose to furnish.
- 3.4. **WARRANTY** - Unit shall be warranted against defects in materials and workmanship. All repairs/adjustments shall be made by bidder without cost to the County within manufacturer warranty period. Warranty service shall be performed at a locally authorized manufacturer's dealer. All parts and labor required during warranty period will be at the expense of the successful bidder or manufacturer. No exceptions.
- 3.5. **DELIVERY** - Deliveries are to be made to the using department or agency by common transportation carrier, by the Vendor's owned equipment or by other means so as to effect prompt delivery. Due care shall be exercised in packing, handling and shipping to assure arrival of the material at its final destination in excellent condition. Any damage, loss, breakage, deterioration or other reason causing material not to arrive, or to arrive in other than excellent condition, shall be the responsibility of the Vendor.
- 3.5.1. **Delivery After Receipt of Order** - Delivery time ARO will be a consideration in the award of the order. Please state your delivery time on the Bidder's Questionnaire, Q-9.
- 3.5.2. **F.O.B. Point** - The units shall to be shipped "FOB Destination", with title transferred to us upon our confirmation of receipt to:
- County of Santa Barbara Sheriff's Department
Public Safety Dispatch Center
4432 Calle Real
Santa Barbara CA 93110
- Deliveries to be coordinated through Lisa Mathiasen, PH 805-692-5730
- 3.5.3. **Inspection And Acceptance** - Upon delivery, the unit will be thoroughly inspected to see if it meets the bid specifications. If all bid specifications are met to our satisfaction, and we will be sole judge of acceptability, we will accept the vehicle and sign off on it. If the unit is not acceptable, and cannot be corrected in a manner that is acceptable to us, we reserve the right to cancel and void the purchase order at this time with no charges to the County.
- 3.5.4. **Rejection Of Delivery** - Rejected deliveries shall be removed by the vendor within ten (10) days from notification, at his expense. The County will not be responsible, or pay for, rejected products.
- 3.6. **BILLING ARRANGEMENTS** - Invoices will be submitted to the addresses shown on the resulting orders. It is the responsibility of the receiving department to promptly pay invoices providing supplier has met all requirements enumerated in this invitation. Payment will be made only after equipment has been received and inspected and all other terms of this request for bid are met.
- 3.6.1. **BONDING** - All proposals submitted shall include a 10% bid bond in the form of a commitment from a bonding company or a cashiers check. The successful vendor should be prepared to post a 100% payment and performance bond. Cost of the performance bond shall be individually priced as a line item in the vendor's proposal.

4. TERMS & CONDITIONS

- 4.1. **MEANINGFUL CONSEQUENCES** - In lieu of our terminating the contract as provided elsewhere in the Invitation, we may at our sole discretion invite you to negotiate with us to establish alternative or additional consequences, beyond any specified herein, for failure to fulfill any requirement of this Bid. By submitting a Reply, you agree to engage in such negotiations, if invited, in good faith. Any agreed consequences must be significant enough to 1) incent your future compliance and 2) mitigate satisfactorily for us for any loss or inconvenience occasioned by your failure. The consequences would be reasonable, fitting to the breach, and mutually established prior to being invoked.
- 4.2. **"NO SURPRISES"** - You will implement no changes to prices, or interpretations of contract terms, without the express, advance concurrence and consent of the Purchasing Manager.

5. REPLY PRESENTATION & REVIEW

- 5.1. **REPLY CONTENT** - In order to enable direct comparison of competing Replies, you must submit your Reply in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in your Reply being disqualified as non-responsive.
- 5.1.1. **Reply Assembly** - Assemble your Reply in the following order, with sections marked by Item letter (*Item A, Item B, ...*) and title, as appropriate. In order to conserve paper, please include multiple Items on a page wherever practical. Items marked with asterisk (*) are optional and may not exceed one page (appx 600 words) in length. Succinctness will be favored throughout.
- Cover Letter ***
A standard business letter may be included as an option.
- Item A. Deviations**
State on a point-by-point basis any proposed deviations from full compliance with the requirements described throughout the Invitation. You must cite the paragraph numbers from the Invitation, or describe the specific location of a requirement specified in any attachment, for each deviation proposed. Deviations *may* be considered, provided that you submit adequate explanation and justification for any proposed. If none, **so state** under a heading for this section. (*See Paragraph 1.3.1 for important information on this.*)
- Item C. Literature**
Submit with your bid the latest printed specifications and advertising literature.
- Item Z. Bidder Feedback (Optional)**
We aim to continuously improve our bid documents and procedures. We welcome your input about your experience of replying to this Invitation, whether as a compliment or as a suggestion for future bids. Please offer any comments in a separate sealed envelope marked *Item Z. Bidder Feedback*, which will remain unopened until after award; we do not wish to be perceived as influenced in the award decision, pro or con, based on this information. (If you note a material flaw in the Invitation that could affect the outcome, it should be reported as specified in paragraph 1.3.)
- 5.1.2. **Forms & Schedules** - All forms and schedules must be completed on [or in the identical format of] the forms included with this Invitation and according to the instructions provided.
- 5.1.3. **Pre-Submittal Corrections** - Replies should be free of erasures. Errors may be crossed out with corrections printed in ink or typed adjacent, and must bear dated initials of person signing the Reply.
- 5.2. **SUBMITTAL OF REPLIES** - Unfortunately, some Bidders in the past have done everything correctly up until this last stage. Replies have been turned in minutes late, or to the wrong office - and all the investment in preparing the Reply has gone down the drain. Don't let that happen to you.
- 5.2.1. **Submittal Package** - Submit, to the location specified on the title page, two (2) complete copies of your Reply in a sealed envelope, clearly marked on the outside with the proposal number and due date.
- 5.2.2. **Advice of Award** - If you wish to be advised of the outcome of this Bid, enclose with your Reply a self-addressed stamped return envelope (size 10, first-class one-ounce postage) for our use in mailing a copy of the summary recap of the award. Notification will be by mail only, except to awarded Bidder.
- 5.2.3. **Submittal Deadline** - We must receive your Reply as directed no later than the date and time shown on the title page. Any Reply received after that deadline *will not* be considered *unless* you obtain the express consent of all other competing and timely replying Bidders. Absent that unlikely scenario, you will find us merciless in this. Traffic, parking, courier service or other problems (including erroneous delivery to any other County office) are not excusable. We recommend you set for yourself an earlier deadline.
- 5.3. **BID OPENING** - On the date and time and at the location specified on the title page, all Replies will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Reply. The Replies will then be sealed and not again available for public inspection until the award is announced.
- 5.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor database to whom the Bid was sent elects not to submit a Reply and fails to reply in writing stating reasons for not bidding, that Vendor's name may be removed from our database following three such instances. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 5.4. **REPLY CLARIFICATION** - We reserve the right to request additional written or oral information from Bidders in order to obtain clarification of their Replies.
- 5.4.1. **Rejection or Correction of Replies** - We reserve the right to reject any or all Replies. Minor irregularities or informalities in any Reply which are immaterial or inconsequential in nature, and are neither affected by law nor

at substantial variance with Invitation conditions, may be waived at our discretion whenever it is determined to be in the County's best interest. In such cases, we may allow a Bidder to make minor corrections to any part of their Reply, with the exception of price data that could affect price comparisons between Bidders.

- 5.5. **EVALUATION PROCESS** - Our sole purpose in the evaluation process is to determine from among the Replies received which one is best suited to meet the County's needs. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Supplier selected appears to offer the best overall solution for our current and anticipated needs.
- 5.5.1. **Investigation** - Submittal of a Reply authorizes us to investigate without limitation the background and current performance of you and your present staff. *Discovery of any material misstatement of fact may lead to disqualification of a Bidder or to cancellation of any resulting Contract.*
- 5.5.2. **Method of Evaluation** - We will evaluate submitted Replies in relation to all aspects of this Invitation, and using the input of all references consulted regarding your capacity to fulfill its terms.
- 5.5.3. **Acceptability** - We reserve the sole right to determine whether goods and/or services offered are acceptable for our use.
- 5.5.4. **Endurance of Pricing** - Your pricing must be held until award, and may only be changed after award, if at all, according to terms specified elsewhere in this Bid.

6. **REPLY FORMS**

The forms listed below are numbered, named and attached in order as shown. Line-by-line instructions are provided for those items not considered self-evident. Additional instructions may be found on some of the forms and schedules themselves.

7. **SPECIFICATIONS**

Bidder must state compliance or list alternate specification for each item.

8. **QUESTIONNAIRE AND QUOTATION WORKSHEET- COMPLETE & RETURN**

Q-10 - We have no way to predict whether other public agencies would have need for your products nor what volume they may have. However, so that we may assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars by aggregating volume, if you will agree to extend the prices and terms of the resulting Contract to other local-government agencies, answer Y; otherwise answer N.

Signature - The Questionnaire must bear the signature, printed name, title and direct telephone number of the person authorized to commit your company to the Contract.

9. **References** – List at least three large, current accounts with similar products or programs, preferably in Southern California. The County may contact not only those clients provided by the bidder, but any other past or present clients and to utilize this information to assist in determining the acceptability of equipment or service when making final award

RESPONSE REQUIREMENTS

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

THIS WORKSTATION SHOULD ACCOMMODATE BOTH STAND-UP AND SIT-DOWN POSITIONS IN ONE UNIT AS DEFINED BY : ANSI/HFES 100 – 2007 HUMAN FACTORS ENGINEERING OF COMPUTER WORKSTATIONS - dated November 16, 2007

7.0 BID SPECIFICATIONS

1. Stability – Function

- 1.1 Console furniture shall be designed specifically for 24/7 operations in an Emergency Communications Center environment. Standard office furniture will not be acceptable.
- 1.2 Construction of console walls shall be of solid core materials utilizing a post and panel design. Hollow core panel systems using cantilevered surfaces will not be acceptable.
- 1.3 A structural framework utilizing a unified frame construction design shall be provided featuring full undersurface cavities that lock each element of the console subsurface into a contiguous whole, stabilizing all movement.
- 1.4 Sit-to-stand legs shall be bolted to the console undercarriage with a footprint designed to allow maximum stability based on the overall size of the monitor surface.
- 1.5 There shall be no obstructions for side-to-side movement by the user within the console footprint.
- 1.6 Requires completely separate *independent electric floor supported adjustable* work surfaces for both monitor and keyboard.
- 1.7 Console must demonstrate stability at full extension. Maximum deflection of ½” is allowed when a horizontal load of 100 lbs. is applied to the center of each work surface.
- 1.8 Input surface must be capable of supporting offset static loads up to rated load capacity of work surface concentrated at 100 lbs. / sq. ft. at any location on the surface.
- 1.9 Each work surface (input and monitor) shall have a separate lifting equipment weight capacity of 300lbs. minimum which does not include weight of work surface.
- 1.10 Cantilevered input work surfaces shall not be acceptable for durability and safety purposes. Each work surface shall transmit all loads applied directly to floor.

2. Keyboard/Input Surface – Sitting/Standing

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

- 2.1 Keyboard surface must not be attached to monitor surface. Keyboard surface shall have static load capacity of 500 lbs to prevent damage from users sitting / leaning on or using the surface as an aid in standing.
- 2.2 Keyboard surface must lower to 5th percentile seated female elbow height dimension (23") from the floor to the top of the keyboard surface.
- 2.3 Keyboard surface must raise to at least standing elbow height for 95th percentile male user (46.7") from the floor to the home row of keyboard .
- 2.4 Keyboard surface depth must allow for minimum 8" fore and aft keyboard adjustment while allowing for 20" minimum focal length to surface of monitor.
- 2.5 Keyboard Surface width must accommodate multiple keyboards or other input devices and still provide room for note taking on either right or left hand side.
- 2.6 Keyboard surface must be engineered to anticipate the possibility of technicians needing to stand or kneel on console to service equipment and shall be capable of supporting a 500 lb. static load.
- 2.7 Keyboard surface must be separately electrically adjustable with electronic controller having digital readout in one (1) cm increments to enable precise position replication.
- 2.8 Shall be available in a tilt design that allows a 15 degree +/- manual adjustment.
- 2.9 Shall allow elbow angles between 70 and 135 degrees.
- 2.10 Shall be designed to provide unobstructed knee clearance in the seated operating position in accordance with ANSI standards.

3. Monitor Surface

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

- 3.1 Monitor Surface must lower to allow positioning of monitor so that the gaze angle of the 5th percentile seated female to the center of the screen ranges between -15° and -20° from horizontal eye level (41½").
- 3.2 Monitor Surface must raise to 50" 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 -20° from horizontal eye level (69¼").

- 3.3 Monitor Surface must be wide and deep enough to accommodate up to 4 24" LCD flat panel monitors or the number/size specified in equipment inventory and/or project drawings on a single level without stacking. Must also be able to stack a single 32" LCD flat panel monitor above the 4 24" monitors.
- 3.4 Monitor surface must be separately electrically adjustable with electronic controller having digital readout in one (1) cm increments to enable precise position replication.
- 3.5 Monitor surface must be engineered to anticipate the possibility of technicians needing to stand or kneel on console to service equipment and shall be capable of supporting a 500 lb. static load.
- 3.6 Components shall be UL listed and CSA certified.

4. ADJUSTMENT DEVICES

- 4.1 Monitor and keyboard surfaces must each have separate electric adjustment and shall provide for smooth transition between settings.
- 4.2 Adjustment must be able to be made from the working positions. Console adjustment controls shall be accessible from a seated position for ADA compliance. Console adjustment controls mounted on top of the input surface will not be acceptable.
- 4.3 Adjustments must be made with minimal noise.
- 4.4 Adjustment speed shall not be less than 1.25" per second and not greater than 1.5" per second.
- 4.5 Independent keyboard surface to be separately adjustable with electronic controller.
- 4.6 Controller must allow for precise electronic replication of optimum comfort settings using digital readout in one (1) cm increments at both seated and standing postures.
- 4.7 Keyboard surface controller must allow for precise electronic replication of optimum comfort settings using digital readout in one (1) cm increments at both seated and standing postures.
- 4.8 Safety finger clearance of 1.25" minimum between stationary returns and moving surfaces or between moving surfaces of double surface tables is required.
- 4.9 Controller shall also have ability to enable any user to replicate personal settings at any workstation, and not be limited to preset heights.
- 4.10 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 regardless of location of obstruction and shall function in both upward and downward directions.
- 4.11 Design shall accept uneven load distribution.
- 4.12 All moveable components of the console shall be designed and tested to at least 40,000 cycle full range adjustments.

5. MATERIALS

5.1 Acoustical Console Walls

- 5.1.1 Acoustical walls shall be solid core of a minimum 45 lb. density 1" thick wood core material.
- 5.1.2 Core shall be covered with a 3/8" high density subsurface, then wrapped with fabric.
- 5.1.3 Top edges of these partitions shall either be arched or straight and shall be treated in a long wear, replaceable, washable 3mm thick high impact vinyl edging.
- 5.1.4 All fasteners shall be completely concealed.

5.2 Surfaces

- 5.2.1 All monitor and input surfaces shall be a minimum 45 lb. density, 1-1/8" thick wood core material, pressure bonded with a high-pressure horizontal grade laminate top and sealing horizontal grade backing sheet of laminate on the underside to prevent deflection.
- 5.2.2 Any surface with a span of 48" or more shall have additional support members under the surface for increased structural integrity.
- 5.2.3 Monitor work surfaces and extensions shall include cable drop areas for access into the fixed full-width equipment cavities.
- 5.2.4 All edges shall be treated in a high impact vinyl edging material.

5.3 Edge Material

- 5.3.1 Vinyl edging material shall be a minimum 2mm thick thermoplastic vinyl extrusion with self-healing properties against abrasion for all undercarriage, pedestals, and monitor surfaces and a minimum 13mm thick for all input platforms.

5.4 Laminates

- 5.4.1 High pressure laminate shall meet ANSI/ASME A 17.1; 1986 requirements for Class "B" laminate, providing a non-glare matte finish.
- 5.4.2 All monitor and input surfaces shall be a minimum of .0625" thickness horizontal grade laminate on the top surface, and on the backing sheet, all to prevent deflection.
- 5.4.3 Thermally fused laminate shall meet NEMA LI-1-1998. Low pressure laminate is not acceptable.

5.5 Fabric

- 5.5.1 Abrasion resistance at a minimum shall meet ASTM D-3597 MVPTS-198 standards.

5.5.2 Flammability requirements shall adhere to ASTM E-84 (Tunnel Test) or Class A or 1 and the State of California Technical Bulletin 117 Sec. E (SC-191-53).

5.5.3 Fabric shall be made from 100% recyclable materials.

6. CPU STORAGE

- 6.1 Fixed full-width equipment cavity storage underneath the monitor surface shall be provided for CPU equipment and cable routing, keeping the knee space below the consoles unobstructed to allow dispatchers a full range of movement to reach necessary equipment. A non-integrated technology tower placed outside the perimeter of the console will not be acceptable.
- 6.2 CPU Cavity shall be fully enclosed with front access doors that are hinged and have locking capabilities for safety and security purposes.
- 6.3 Cavities shall be vented for passive airflow.
- 6.4 An option for cavity fans should be available.
- 6.5 An option for cavity illumination should be available.
- 6.6 Access to the cavities shall be from the front and/or rear depending on the configuration.
- 6.7 Maximum weight capacity for any standard cavity shelf shall be at least 25 psf load.
- 6.8 An option for pullout shelves in side cavities that will be user defined to pull from either the front or rear of the console depending on the configuration must be available. Hardware included with pullout shelves shall be full-extension, ball bearing construction with caster support to provide a rating for a 250 lb. load.

7. ELECTRICAL REQUIREMENTS

- 7.1 Every console shall include a minimum of three 8-outlet surge suppressors with room for three transformer plugs on a UL listed and CSA rated 15 amps, 120-volt power center. These power centers shall include a circuit breaker with 1900 joules AC surge suppression to shield equipment from the strongest surges and line noise and an 8' cord.
- 7.2 Total power draw for an individual console shall not exceed 15 amps.
- 7.3 An option for surface mounted, user-accessible power, voice, and data connections must be available.

8. CABLE MANAGEMENT

- 8.1 Each console shall include two cable access drops with energy chains for vertical interconnectivity from monitor surface to equipment cavities.
- 8.2 An option for a keyboard energy chain providing tidy cable management for keyboards, mice, etc. that runs from input surface to monitor surface must be available.

- 8.3 Cable drops on extensions and bridges shall be included to each fixed cavity section.
- 8.4 Full Lift designs shall include cable trays with knockouts mounted under the rear perimeter of the monitor surface.
- 8.5 A horizontal raceway within each equipment cavity shall be required to provide full console perimeter cable routing.
- 8.6 Cables routed within the furniture panel system will not be acceptable.

9. STORAGE ACCESSORIES

At a minimum, options for the following storage accessories must be available:

9.1 Mobile Pedestals

- 9.1.1 Shall be constructed of durable material designed for 24/7 use.
- 9.1.2 Pedestal shall be rated for a maximum of 300 lbs.
- 9.1.3 Drawer hardware shall be full extension, precision ball bearing construction with a minimum 100 lb. load rating per drawer.
- 9.1.4 All file drawers shall have built in hanging file capability.
- 9.1.5 All doors shall include full articulation door hardware to accommodate uneven floors.
- 9.1.6 Shall be finished on all sides for use outside the console.
- 9.1.7 Shall be equipped with dual-wheel front-locking casters.
- 9.1.8 Multiple styles, including pencil-box-file and box-file styles, must be available.

9.2 Additional Storage Accessories

At a minimum, options for the following additional storage accessories must be available:

- 9.2.1 Bookcases
- 9.2.2 File Drawers
- 9.2.3 Box Drawers
- 9.2.4 Printer Pedestals

9.2.5 Printer Cabinets

9.2.6 Overhead Shelves

9.2.7 Accessory Tools

10. ENVIRONMENTAL CONTROL SYSTEM

10.1 Single Point Interface for Environmental Settings Only

10.1.1 An option for a Single Point Interface unit to control all environmental settings (task light dimming, task light on/off, heating and air distribution) must be available.

10.1.2 Single Point Interface shall be mobile in design allowing the individual user to place the unit anywhere on the input or monitor work surfaces at any time.

10.1.3 Each workstation must have it's own individual environmental control system.

10.2 ADA Compliance

10.2.1 System shall include electronic adjustment controls located within reach of a wheelchair to meet ADA requirements.

10.3 Air Distribution

10.3.1 System shall offer a scalable design from 1 to 3 fans for circulating filtered air.

10.3.2 Fan filters shall be washable and user replaceable.

10.4 Lighting Levels

10.4.1 System shall provide 2 task light dimming outlets rated at 100 watts per outlet.

10.4.2 10.4.2 System shall provide 2 task light on/off outlets rated for 100 watts per outlet.

10.5 Radiant Heat Levels

10.5.1 System shall provide 1 outlet for a radiant heat accessory rated for 200 watts.

10.5.2 Forced heat will not be acceptable due to potential equipment overheating and conflicts with the facility HVAC systems.

10.6 Activity Sensor

- 10.6.1 An option of power management through an activity sensor must be available. The activity sensor will turn off all environmental systems after 15 minutes of inactivity. Upon detection motion, activity sensor will reactive and return to previous settings.

10.7 Power Requirements

- 10.7.1 115VAC, 60Hz
- 10.7.2 10 ft. power cord with a 3-prong plug
- 10.7.3 0.3 amperes minimum draw, 6.0 amperes maximum draw
- 10.7.4 0.3 amperes maximum fan draw (per fan)
- 10.7.5 UL listed, CSA certified, FCC certified

11. RADIANT HEAT ACCESSORIES

At a minimum, options for the following radiant heat accessories must be available:

11.1 Heated Panel

12. TASK LIGHTING

At a minimum, options for the following types of task lighting must be available:

12.1 LED Task Lighting

- 12.1.1 Shall feature a 3-point articulating arm that swivels 120-degrees and provides a 180-degree tilt for maximum light control.
- 12.1.2 Shall be mountable to the monitor surface or extensions and bridges using a grommet or back flush mount.
- 12.1.3 Shall provide approximately 50,000 hours of lamp life.
- 12.1.4 Color temperature shall not exceed 3,500K.
- 12.1.4 Shall be dimmable through the use of an optional integrated single point interface.

12.2 Fluorescent Task Lighting

- 12.2.1 Shall feature a 3-point articulating arm that swivels 120-degrees and provides a 180-degree tilt for maximum light control.

- 12.2.2 Shall be mountable to the monitor surface or extensions and bridges using a grommet or back flush mount.
- 12.2.3 Shall provide approximately 10,000 hours of lamp life.
- 12.2.4 Color temperature shall not exceed 3,500K.
- 12.2.5 Shall provide a dual switch for low intensity and high intensity between 600/1200 lumens.
- 12.2.6 Shall include a non-glare parabolic lens.

12.3 Halogen Task Lighting

- 12.3.1 Shall feature a 3-point articulating arm that swivels 120-degrees and provides a 180-degree tilt for maximum light control.
- 12.3.2 Shall be mountable to the monitor surface or extensions and bridges using a grommet or back flush mount.
- 12.3.3 Shall provide approximately 2,000 hours of lamp life.
- 12.3.4 Color temperature shall not exceed 3,000K.
- 12.3.5 Shall be dimmable through the use of an optional integrated single point interface.

13. EXPERIENCES AND REFERENCES

- 13.1 The console furniture to be supplied shall have a proven record of use within the harsh 24-hour operating environment of public safety dispatch centers, specifically of similar size to this request.
- 13.2 Only companies with a minimum of 10 years experience in designing and manufacturing ergonomic console furniture will be allowed to bid.
- 13.3 A minimum of 5 installed centers of similar size or product shall be included with this proposal. Please include agency name, location, and number of positions.
- 13.4 Bidder must be the manufacturer of all major components such as work surfaces, console panels, structural system or environmental controls.

14. SPACE PLANNING & CONSOLE SPECIFICS

- 14.1 Each bidder shall submit a floor plan to scale, showing each item being proposed.
- 14.2 Perspective drawings shall be required in the submittal with dimensions of height, width, and depth in order to determine compliance with the specifications.
- 14.3 All accessories being proposed shall be shown in drawings.

- 14.4 Customer provided electronics such as monitors, telephones, keyboards, mice, etc. shall be shown, to scale, in the 3-dimensional/persepective drawings.

15. WARRANTY

- 15.1 All components manufactured by the bidder will be replaced at no charge for as long as the original purchaser owns the product.
- 15.2 Bidder will replace adjustment mechanisms, environmental control components, monitor arms, task lighting and heating devices will be replaced at no charge for the first three years of original ownership.
- 15.3 Bidder will provide labor and all associated installation for defective products covered by the warranty for three years from the date of purchase.
- 15.4 Bidder will assume responsibility for all shipping and return shipping expenses of any defective product covered by the warranty.
- 15.5 The warranty shall cover any defects in materials and workmanship for the lifetime of the covered product based on 24/7 usage.
- 15.6 Under no circumstances will less than a limited lifetime warranty be considered.
- 15.7 Bidders shall supply a copy of their warranty certificate.

16. LEAD TIME & INSTALLATION

- 16.1 Bidders shall present their best lead time to design, manufacture, ship, and install the console furniture.
- 16.2 Shipping shall be direct to the facility, inside delivery, unless otherwise noted.
- 16.3 Only the manufacturer's factory installers or their trained and authorized designees experienced with the working environment of a public safety dispatch center shall assemble and install the console furniture.
- 16.4 A post-installation walkthrough shall be required with the installation foreman in order to ascertain full compliance to the floor plan, console design, and materials specified.
- 16.5 Product training shall be provided to a member of the agency upon completion of the installation.
- 16.6 Any inconsistencies will be noted and shall be scheduled for completion prior to sign off of the project.

17. PROJECT CONSIDERATIONS

For purposes of this RFP, suppliers are to base their unit costs proposal on a quantity of 13 (thirteen) units.

- 17.1 All proposals shall be unit priced and include freight and installation. Any proposal which does not include all component parts included in this specification and the accompanying drawings or is incomplete in any

way will be considered non-responsive and rejected immediately. Quoted unit prices shall be guaranteed for one year from date of installation – plus freight and installation – in any quantity.

- 17.2 Product to be delivered and installed pursuant to a schedule to be agreed upon between Vendor and Santa Barbara County during contract negotiations.
- 17.3 Delivery and installation will take place at 4432 Calle Real, Santa Barbara, between the hours of 0800 and 1700.
- 17.4 Supplier must provide sufficient manpower to complete each installation within designated time frame.
- 17.5 Labor requirements for this project will be subject to prevailing wage requirements of the State of California.
- 17.6 Installation must be coordinated with the Santa Barbara County Project Manager and/or subcontractors responsible for takedown/reconfiguration of existing furniture system, electrical, communications and data distribution.
- 17.7 All materials, tools, equipment and trash must be removed from the project site each day, and installation must be complete and ready for occupancy and use by the agreed upon schedule between Vendor and Santa Barbara County.

18. UNIT COST INFORMATION

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

19. PAYMENT TERMS

Standard terms shall be:

- 20% upon delivery of all equipment
- 40% upon final installation
- 20% 30 days after 24/7 daily usage begins
- 20% retention due on final acceptance (90 days after 24/7 daily usage)

8.0 Bidder Questionnaire and Quotation Worksheet

Q-1.	Company Name	
Q-2.	Address	
Q-3.	City/Zip	
Q-4.	Toll-free Phone	
Q-5.	Fax	
Q-6.	Federal Tax ID #	
Q-7.	Prompt Payment Discount? (% or "None")	
Q-8.	Maximum delivery time from date of purchase order:	
Q-9.	Other Agencies (Y/N)	
Q-10.	Are you a "Local Vendor"?	Yes (located in SB County) No (located outside SB County)
Q-11.	Do you comply with all specifications as listed in section 7.0?	Yes No (list all deviations as an attachment)
Q-12.	Did you include unit cost information as requested in Specification #18?	
Q-13.	Total Net Price:	\$
Q-14.	Tax (8.75%):	\$
Q-15.	Grand Total Price:	\$
Q-16.	Price quoted is firm until:	
If selected for award, I/we agree to furnish the items and/or services specified at the prices and under the conditions indicated.		
Authorized Signature		
Printed Name		

Title	
Direct Phone Number	
Date Signed	

9.0 References

R-1.	Account Name	
	Address	
	City / State / Zip	
	Contact Person / Title	
	Phone	
	Years Serving this Account	
	Approximate Annual Dollar Volume	
Comments:		

R-2.	Account Name	
	Address	
	City / State / Zip	
	Contact Person / Title	
	Phone	
	Years Serving this Account	
	Approximate Annual Dollar Volume	
Comments:		

R-3.	Account Name	
	Address	
	City / State / Zip	
	Contact Person / Title	
	Phone	
	Years Serving this Account	
	Approximate Annual Dollar Volume	

Comments:

R-4.	Account Name	
	Address	
	City / State / Zip	
	Contact Person / Title	
	Phone	
	Years Serving this Account	
	Approximate Annual Dollar Volume	

Comments: