

# **SPECIFICATION PACKET**



## **911 Center Dispatching Console Furniture 2022**

**JESSAMINE COUNTY FISCAL COURT  
NOTICE OF BID**

The Jessamine County Fiscal Court will be accepting sealed bids for 911 Dispatching Console Furniture. Bid specifications can be picked up at the office of Jessamine County Judge/Executive David K West, 101 North Main Street, Nicholasville, KY 40356 or available at [www.jessamineco.com](http://www.jessamineco.com). Sealed bids will be accepted until Monday, February 7, 2022 at 11:00 am at the Office of Jessamine County Judge/Executive, David K. West, 101 North Main Street, Nicholasville, KY 40356. The Fiscal Court reserves the right to reject or refuse any or all bids.

Jessamine County Fiscal Court

Run: January 20, 2022

At a rate per linear inch, single column, solid nine-point measure

PO # 51903

## **Reciprocal Preference for Kentucky Resident Bidders**

### **KRS 45A.490 Definitions for KRS 45A.490 to 45A.494.**

As used in KRS 45A.490 to 45A.494:

- (1) "Contract" means any agreement of a public agency, including grants and orders, for the purchase or disposal of supplies, services, construction, or any other item; and
- (2) "Public agency" has the same meaning as in KRS 61.805.

### **KRS 45A.492 Legislative declarations.**

The General Assembly declares:

- (1) A public purpose of the Commonwealth is served by providing preference to Kentucky residents in contracts by public agencies; and
- (2) Providing preference to Kentucky residents equalizes the competition with other states that provide preference to their residents.

### **KRS 45A.494 Reciprocal preference to be given by public agencies to resident bidders -- List of states -- Administrative regulations.**

- (1) Prior to a contract being awarded to the lowest responsible and responsive bidder on a contract by a public agency, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder.
- (2) A resident bidder is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:
  - (a) Is authorized to transact business in the Commonwealth; and
  - (b) Has for one (1) year prior to and through the date of the advertisement, filed Kentucky corporate income taxes, made payments to the Kentucky unemployment insurance fund established in KRS 341.490, and maintained a Kentucky workers' compensation policy in effect.
- (3) A nonresident bidder is an individual, partnership, association, corporation, or other business entity that does not meet the requirements of subsection (2) of this section.
- (4) If a procurement determination results in a tie between a resident bidder and a nonresident bidder, preference shall be given to the resident bidder.
- (5) This section shall apply to all contracts funded or controlled in whole or in part by a public agency.
- (6) The Finance and Administration Cabinet shall maintain a list of states that give to or require a preference for their own resident bidders, including details of the preference given to such bidders, to be used by public agencies in determining resident bidder preferences. The cabinet shall also promulgate administrative regulations in accordance with KRS Chapter 13A establishing the procedure by which the preferences required by this section shall be given.
- (7) The preference for resident bidders shall not be given if the preference conflicts with federal law.
- (8) Any public agency soliciting or advertising for bids for contracts shall make KRS 45A.490 to 45A.494 part of the solicitation or advertisement for bids.

The reciprocal preference as described in KRS 45A.490-494 above shall be applied in accordance with 200 KAR 5:400.

## Method of Award

Best Value – Ranking Approach

**Jessamine County Fiscal Court** intends to award a Contract to the Vendor, whose offer, conforming to the Solicitation, is the most advantageous on the basis of "best value" for all products, services, and requirements contained herein.

An evaluation committee, or a designated individual, will evaluate the information provided by the Vendor in response to the established measurable criteria contained in the Solicitation.

### Measurable Criteria:

<b>Price</b>	<b>90 Points</b>
<b><u>Experience</u></b>	<b><u>10 Points</u></b>

<b>TOTAL POINTS</b>	<b>100 Points</b>
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Each Vendor is responsible for submitting all relevant, factual and correct information with their offer to enable the evaluator(s) to afford each Vendor the maximum score based on the available data submitted by the Vendor. VENDOR SHALL ENTER UNIT PRICE AND TOTAL PRICE ON THE BID SHEET. If adequate space is not available, the Vendor must attach additional information that clearly cross-references the appropriate location in the solicitation (i.e. page number, paragraph, subject, etc.).

Vendors responding with the minimum Best Value requirements in this Solicitation shall not be credited with Best Value points. Vendors responding with greater than the minimum requirements shall receive Best Value points. Failure to provide adequate information will impact the evaluated points awarded to the Vendor.

### Price (90 points)

The bidder with the lowest Price receives the maximum score. The bidder with the next lowest Price receives points by dividing the lowest Price by the next lowest price and multiplying that percentage by the available points. For example, 95 points is allocated to the lowest Price criteria for this procurement, Bidder "A" bids \$3.00 as the lowest bidder and receives the maximum 95 points ( $\$3.00 / \$3.00 = 1.00 \times 95 = 95$ ). Assume Bidder "B" is the next lowest bidder at \$4.00, then "B" receives 71.3 points ( $\$3.00 / \$4.00 = .75 \times 95 = 71.25$ ).

### Experience- (10 points)

5 years experience is the minimum requirement for this criteria. Points are only given to bidders who exceed the 5 year requirement. The bidder with the greatest number of years experience (not to exceed 10 years for evaluation purposes) receives the maximum number of points. The bidder with the next largest number of years experience, receives points by dividing the next largest number of years experience by the largest number of years experience and multiplying that percentage by the available points. For example, 10 points is allocated to the largest number of years experience, over 5 years, for this procurement, Bidder "A" bids 10 years as the bidder with the largest number of years experience and receives the maximum of 10 points ( $10 / 10 = 1.00 \times 10 = 10$ ). Assume Vendor "B" is the bidder with the next largest number of years experience at 5 years, then "B" receives 5 points ( $5 / 10 = .50 \times 10 = 5$ ).

**Vendor shall enter number of year's experience: \_\_\_\_\_ years**

Best Value scoring is subject to **Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries (KAR 200 5:410).**

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND  
CONTRACTORS CLAIMING  
RESIDENT BIDDER STATUS**

**FOR BIDS AND CONTRACTS IN GENERAL:**

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

1. Is authorized to transact business in the Commonwealth;
2. Has for one year prior to and through the date of advertisement
  - a. Filed Kentucky corporate income taxes;
  - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
  - c. Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

_____ Signature	_____ Printed Name
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_____ Title	_____ Date
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Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to before me by \_\_\_\_\_  
(Affiant) (Title)

of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Company Name)

\_\_\_\_\_  
Notary Public

[seal of notary]

My commission expires: \_\_\_\_\_

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND  
CONTRACTORS CLAIMING  
QUALIFIED BIDDER STATUS**

**FOR BIDS AND CONTRACTS IN GENERAL:**

I. The bidder or offeror swears and affirms under penalty of perjury that the entity bidding, and all subcontractors therein, meets the requirements to be considered a “qualified bidder” in accordance with [200 KAR 5:410\(3\)](#); and will continue to comply with such requirements for the duration of any contract awarded. Please identify below the particular “qualified bidder” status claimed by the bidding entity.

\_\_\_\_\_ A nonprofit corporation that furthers the purposes of KRS Chapter 163

\_\_\_\_\_ Per KRS 45A.465(3), a "Qualified nonprofit agency for individuals with severe disabilities" means an organization that:

- (a) Is organized and operated in the interest of individuals with severe disabilities; and
- (b) Complies with any applicable occupational health and safety law of the United States and the Commonwealth; and
- (c) In the manufacture or provision of products or services listed or purchased under KRS 45A.470, during the fiscal year employs individuals with severe disabilities for not less than seventy-five percent (75%) of the man hours of direct labor required for the manufacture or provision of the products or services; and
- (d) Is registered and in good standing as a nonprofit organization with the Secretary of State.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder’s claim of qualified bidder status. Failure to provide such documentation upon request may result in disqualification of the bidder or contract termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **REQUEST FOR PROPOSALS**

### **911 Center Dispatching Console Furniture**

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#### **GENERAL REQUIREMENTS**

The Jessamine County Fiscal Court is seeking a vendor to provide a total of five (5) new custom-made 911 Center Dispatching Console Furniture workstations.

Refer to the Console Layout document (Exhibit A) associated with this RFP. The arrangement of the furniture in the center is intended to support specific operational functionality and must be adhered to as closely as proposer furniture design permits. Proposers shall submit drawings that depict their proposed furniture as shown within the dispatch center space.

The technical dispatch furniture system procured through this RFP shall be constructed of durable materials that have been proven for durability in the 24-hour use environment of a 911 dispatch center. Separate monitor and keyboard platforms must be electronically height adjustable to permit safe, ergonomic usage by multiple users. Standard office furniture will not be acceptable in this installation.

The furniture proposed shall be expected to meet all appropriate industry standards, such as those established under the ADA, ANSI, ASTM, and UL, as well as any applicable regulatory standards.

Proposers must quote a baseline configuration as part of their proposal. The baseline equipment must include all required components, such as task lights, comfort control systems, CPU storage, drawer/storage units, integrated cable management systems, electronic lift platforms, and all other required features described in this document.

Additional optional components may be described and quoted by vendors to provide additional features and functionality.

#### **GENERAL SPECIFICATIONS FOR CONSOLE FURNITURE**

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. Only console furniture specifically designed and engineered for Emergency Communication Centers will be acceptable. Office furniture systems will not be considered. Console should meet ANSI/HFES 100-2007 and ADA guidelines and requirements.

Any deviation from the specification requirements outlined below MUST be submitted in writing. A “Scope of Deviations” statement is to be provided with the proposal and must reference the specification number along with a detailed explanation of the bidder’s lack of compliance, partial compliance, or alternative method used. The absence of a “Scope of Deviations” statement will hold the proposing bidder strictly accountable to the specifications as written herein and may cause the bid to be rejected as non-responsive.

## **1. Stability – Function**

1.1 The 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 Console furniture shall be modular in design for ease of reconfiguration and upgrading.

1.5 Sit-to-stand base shall be connected to the console undercarriage with a footprint designed to allow maximum stability based on the overall size of the monitor surface.

1.6 There shall be no obstructions for side-to-side movement by the user within the footprint of the console.

## **2. Input Surface**

2.1 Shall lower and raise to accommodate multiple persons heights seated and standing.

2.2 Shall provide an infinite travel range from 5” above to 5” below the monitor surface.

2.3 Shall be available in sizes large enough to allow multiple input devices such as keyboards, mice, and writing surface.

2.4 Shall be available in a tilt design that allows a 15 degree +/- manual adjustment (ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations).

2.5 Shall make available an option for electronic adjustment and adjustment using an integrated single point interface with precise digital replication.

2.6 Shall adjust simultaneously with the monitor surface in order to retain relative positioning between both surfaces.



2.7 Shall have a static load capacity of 250 lbs. and an equipment load capacity of 200 lbs.

2.8 Shall have a zero-gravity safety feature available in order to prevent damage or injury. Safety bars mounted underneath surface will not be acceptable.

2.9 Shall be secured to the monitor surface by metal-to-metal connection utilizing steel plates and 1" bolts. Wood screws will not be acceptable. Separate, free-standing, independent, floor-supported adjustable input platforms will not be acceptable.

2.10 Shall be designed to provide unobstructed knee clearance in the seated operating position in accordance with ANSI standards.

### **3. Monitor Surface**

3.1 Shall lower to at least 27" to allow for appropriate viewing angles of monitor, so that the gaze angle to the center of the screen ranges between -15° and -20° from horizontal eye level for the 5th percentile seated female.

3.2 Shall raise to at least 52" to allow for appropriate viewing angles of monitor so that the gaze angle to the center of the screen ranges between -15° and -20° from horizontal eye level for the 95th percentile standing male.

3.3 Shall have a static load capacity of 1,500 lbs. and an equipment load capacity of 325 lbs.

3.4 Shall make available configurations accommodating up to six (6) 27" LED flat panel monitors in a stacked configuration.

3.5 Shall make available an option for depth adjustments.

3.6 Shall be 24V DC motors. Components shall be UL listed and CSA certified.

### **4. Adjustments**

4.1 An option for individual adjustments of both monitor and input surface using an integrated single point interface with precise digital replication must be available.

4.2 A minimum safety clearance of 1.25" shall be required between all moving surfaces.

4.3 Intelligent leg system shall support an anti-collision safety feature in order to prevent damage or injury. Upon contact with an obstruction, the monitor surface must automatically stop its downward path and reverse in order to remove the obstruction. Safety bars mounted underneath surface will not be acceptable.

4.4 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.

4.5 Design shall accept uneven load distribution.

## **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. Hollow core console walls will not be acceptable.

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 Mounting Posts**

5.2.1 All mounting posts shall be round or octagonal, in 2-1/4" and 3" diameter.

5.2.2 Posts shall be constructed of aluminum grade extrusions with a 6051 hardness.

5.2.3 Finish shall be powder coated to match edge treatments. Enamel paint is not sufficiently durable and will not be acceptable.

5.2.4 Leveling glides shall be an integral part of the system to accommodate uneven floors.

### **5.3 Undercarriage**

5.3.1 All supports, doors, cavity caps, and fixed shelves shall be rated for 25 lbs. psf and shall be constructed of an industrial grade 3/4" thick wood core material with a thermally fused laminate surface on both sides to prevent deflection.

5.3.2 All outside end panels shall be a minimum 45 lb. density 1-1/8" thick wood core material, pressure bonded with a high-pressure laminate surface on both sides.

5.3.3 Optional zero-clearance rear access doors shall be locking and be of lightweight metal material utilizing a spring tension for easy lifting and lowering of door. Doors shall be perforated for passive airflow and finished in a powder coat to match the console mounting posts. Snap on access panels will not be acceptable.

5.3.4 Front access cavity doors shall be hinged for ease of access and maintenance.

#### **5.4 Surfaces**

5.4.1 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.

5.4.2 Any surface with a span of 48" or more shall have additional support members under the surface for increased structural integrity.

5.4.3 Monitor work surfaces and extensions shall include cable drop areas for access into the fixed full-width equipment cavities.

5.4.4 All edges shall be treated in a high impact vinyl edging material.

#### **5.5 Edge Material**

5.5.1 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.

5.5.2 Optional Acrylic Panel Top with customize logo and lighting

#### **5.6 Laminates**

5.6.1 High pressure laminate shall meet ANSI/ASME A 17.1; 1986 requirements for Class "B" laminate, providing a non-glare matte finish.

5.6.2 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.

5.6.3 Thermally fused laminate shall meet NEMA LI-1-1998. Low pressure laminate is not acceptable.

#### **5.7 Fabric**

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

5.7.2 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)

## **6. CPU Storage**

6.1 Fixed equipment cavity storage located under the extension or bridge surfaces 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 Equipment cavities shall be a minimum 22.5"D x 20"H x 19.5"W to accommodate front-to-back CPU configuration.

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 available from the front and optional rear depending on the configuration.

6.7 Maximum weight capacity for any standard cavity shelf shall be at least 25 psf load.

## **7. Electrical Requirements**

7.1 Every console shall include a minimum of two 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 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.

8.2 Cable drops on extensions and bridges shall be included to each fixed cavity section.

8.3 A horizontal raceway within each equipment cavity shall be required to provide full console perimeter cable routing.

8.4 Cables routed within the furniture panel system will not be acceptable.

## **9. Additional Storage Accessories**

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

9.1 Bookcases

9.2 File Drawers

9.3 Box Drawers

9.4 Lateral File Drawers

9.5 Overhead Shelves

9.6 Accessory Tools

## **10. Environmental Control System**

10.1 An option for a Single Point Interface unit that controls all environmental settings (task light dimming, task light on/off, heating controls, 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.

### **10.2 Single Point Interface for Environmental Settings and Console Height Adjustments**

10.2.1 An option for a Single Point Interface unit that controls monitor and input surface height adjustments in addition to all environmental settings (task light dimming, task light on/of, heating controls, and air distribution) must be available.

10.2.2 Height for both the monitor and input surfaces shall include separate digital read-outs to ensure total replication of console positioning for all employees. Digital readout for monitor surface shall display inches from the floor.

10.2.3 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.

### **10.3 ADA Compliance**

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

#### **10.4 Air Distribution**

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

10.4.2 Fans should (but not required) be mobile in design allowing the individual user to place the fans anywhere on the input or monitor work surfaces at any time, providing maximum individualized control.

10.4.3 Fan filters shall be washable and user replaceable.

#### **10.5 Lighting Levels**

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

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

#### **10.6 Power Requirements**

10.6.1 115 VAC, 60Hz

10.6.2 10 ft. power cord with a 3-prong plug

10.6.3 0.3 amperes minimum draw, 6.0 amperes maximum draw

10.6.4 0.3 amperes maximum fan draw (per fan)

10.6.5 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 Footrest

11.2 Heated Floor Mat

11.3 Heated Panel

#### **12. Task Lighting**

At a minimum, options for task lighting must be available.

#### **13. Experience & 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 fifteen (15) years' experience in designing and manufacturing ergonomic console furniture will be allowed to bid.

13.3 A minimum of eight (8) 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.

#### **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 on the project.

### **PROPOSAL SUBMISSION**

The proposer must submit one original signed hardcopy, and three (3) duplicates.

PRE-BID MEETING No pre-bid meeting will be held.

### **SUBMISSION REQUIREMENTS**

Proposers shall include their qualifications using the following format:

1. Cover Page with firm's name, address and telephone numbers.
2. Cover Letter which includes a summary of the Proposer's ability to perform the services and enter a contract with the County. The cover letter must be signed by a person having the authority to commit the agency to a contract.
3. Qualifications and Experience
  - a. Provide a brief history of your firm, including organizations of the firm and any mergers and acquisitions.
  - b. Provide information identifying any Sub-Contractors that will be directly involved in the project.
  - c. Provide three (3) municipal references for which your firm has provided and installed 911 Dispatching Console Furniture (located within the State of Kentucky is preferred).
4. Scope of Services
  - a. Proposer shall state within their proposal how their product meets the requirements stated in the Specifications section above.
  - b. Proposer shall also provide or highlight any additional features of their product, not specifically mentioned in this RFP, while describing how it can be used to meet the County's goals.
5. Cost of project.



6. Implementation Schedule a. Proposer shall provide the proposed project construction and installation schedule.

7. Additional Requested Information

a. Please disclose any criminal investigation, indictment, prosecution, or other proceeding that has been brought against your firm within the last ten (10) years (provide attachment if necessary). Also describe any civil litigation pending or concluded within the last five years against your firm that may impair the firm's ability to provide the requested services (provide attachment if necessary).

b. Disclose any potential conflicts of interest with representing the Jessamine County Fiscal Court for the requested services, including any potential conflicts of interest of employees assigned to this project. Jessamine County Fiscal Court reserves the unqualified right to disqualify a firm or cancel any contract for any potential conflict of interest issues raised initially and/or during the contract period.

**EQUAL OPPORTUNITY AGREEMENT**

The Law

· Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40- 70 years) or national origin.

· Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by vendor and sub-vendor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination based on sex.

· Section 503 of the Rehabilitation Act of 1973 states: The Vendor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

· Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by vendors having Federal contracts.

· Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states: The Secretary of Labor may investigate the employment practices of any Government vendor or sub-vendor to determine whether the contractual provisions specified in Section 202 of this order have been violated.

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The Jessamine County Fiscal Court Practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter the mainstream of society. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above-mentioned ordinances may cause a contract to be canceled and the vendors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet. Proposers I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date

**Solicitation/Contract #: 911 Dispatching Console Furniture**

- \_\_\_\_\_ Must provide proof of general liability insurance in the minimum amount of \$1,000,000.00 with Jessamine County Fiscal Court named as additional insurer
- \_\_\_\_\_ Must have worker's compensation insurance coverage for all employees that perform work under the contract prior to execution of contract
- \_\_\_\_\_ Must be registered with the Jessamine County Occupational Tax Office and be in compliance
- \_\_\_\_\_ Must adhere to all local, state and federal regulations

Company \_\_\_\_\_

Authorized Representative \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_