



REQUEST FOR PROPOSAL CONSOLE DESK REPLACEMENT E911 CENTER

ISSUING AGENCY

***WHITE CO BOARD OF COMMISSIONERS
1235 HELEN HIGHWAY
CLEVELAND GA 30528
PHONE: 706-865-2235
FAX: 706-865-1324***

ISSUE DATE

MAY 3, 2024

***PROPOSAL CLOSING DATE
PROPOSAL CLOSING TIME***

***FRIDAY, MAY 31, 2024
3:00PM***

PROJECT NUMBER

2024-RFP-EMA05032024

1.0 INTRODUCTION

1.1 Purpose of Procurement

The White County Board of Commissioners is requesting sealed proposals from qualified contractors to provide ergonomic workstations for the E911 Center. A total of 6(six) workstations are requested. (See Appendix D for design setup.)

1.2 Proposal Certification

Pursuant to the provisions of the Official Code of Georgia Annotated § 50-5- 67(a), White County certifies that the use of competitive sealed proposals will be practical or advantageous to the County in completing the acquisition described in this document.

The owner shall have the right to waive any informality, irregularity, or insufficiency in the proposal procedure and in any proposal or proposals received, and to accept the proposal which, in the Owner's sole judgment, is in the Owner's own best interest. The Owner shall have the right to accept any proposal.

1.3 Schedule of Events

The Request for Proposals shall be governed by the following schedule:

DATE	ACTIVITY
May 3, 2024	Release of RFP
May 10, 2024, 10:00am EST	Mandatory Pre-Proposal Meeting
May 14, 2024, 12:00pm EST	Deadline for written questions to Purchasing Assistant
May 21, 2024, 5:00pm EST	Answers to written questions and addenda posted to website
May 31, 2024 3:00pm EST	Proposals Due

1.4 Restrictions on Communications

From the issue date of this RFP until a vendor is selected and the award is announced, contractors are not allowed to communicate about this project with any County staff or elected officials except: 1) through the Purchasing Assistant named herein, 2) at Pre-Proposal meeting (if applicable to RFP) or 3) as provided by existing work agreement(s). The County reserves the right to reject the submittal of any vendor violating this provision.

1.5 Pre-Proposal Meeting & Site Visit

A mandatory pre-proposal meeting/site-visit will be held May 10, 2024 at 10:00AM at the White County Public Safety Office, located at 1241 Helen Hwy, Cleveland, GA 30528.

1.6 Questions & Addenda

All questions concerning this RFP **MUST BE SUBMITTED IN WRITING**, (email is preferred but fax and mail may also be used) to the Purchasing Assistant no later than 12:00PM, May 14, 2024.

Misti Lane, Purchasing Assistant
White County Board of Commissioners
1235 Helen Highway
Cleveland, GA 30528
mlane@whitecounty.net
Fax: 706-865-1324

No response to inquiries, other than written, will be binding upon the County. White County reserves the right to issue written addenda to any inquiries that alter the scope of the RFP. Addenda shall be posted to the county website, www.whitecountyga.gov under the Bids/RFPs page no later than 5:00 PM, May 21, 2024. A signed copy of any addenda shall accompany submitted proposals. **Vendors are advised to check the website for addenda before submitting their proposals.**

1.7 Contract Term

The contract between the County and the vendor shall become effective up signing and shall remain in force until completion of the project or until notice of termination, in writing, is given by the other party as provided herein.

White County reserves the right to terminate contract, with 30 days written notice, for any violations in the terms of this agreement, rules, laws or unreconciled issues arising as a result of this agreement. Vendor agrees to provide 30 days written notice and complete any ongoing activity period if Vendor chooses to opt out of an agreement with the County.

1.8 Bonds

Proposal Bonds	Not Required
Payment Bonds	Not Required
Performance Bonds	Not Required

Information regarding bonds to be furnished (if required) is stated in the 6.0 Terms and Conditions section of this proposal document, 6.28 "Proposal Bonds, Performance and

Payment Bonds.”

1.9 Exception to RFP

Each contractor shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this RFP. An “exception” is defined as the Proposer’s inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the proposal. All exceptions taken **must** be identified and explained in writing in your RFP and must specifically reference the relevant section(s) of this RFP. If the Proposer provides an alternate solution when taking an exception to the requirement, the benefits of this alternative solution and impact, if any, on any part of the remainder of the Proposer’s solution must be explained in detail.

The County welcomes innovative suggestions and recommendations from Proposers that will ensure a 100% successful service approach.

2.0 SCOPE OF WORK

The White County Board of Commissioners is requesting sealed proposals from qualified contractors to provide ergonomic workstations for the E911 Center with the following specifications:

1. Sit-Stand Adjustable Height Workstations: Adjustable Height Workstations – Straight/Linear Style
 - Requires completely separate independent electric floor supported, adjustable work surfaces for both monitor and keyboard.
 - 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.
 - Each work surface (input and monitor) shall have a separate lifting equipment weight capacity of 300 lbs. minimum which does not include weight of work surface.
 - Console must meet operator clearance requirements of ANSI/HFES 100-2007.
 - Test requirements: vendor shall include copies of independent test laboratory results indicating compliance with ANSI/BIFMA X5.5 – 2014.

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.

- 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.
 - Keyboard surface must lower to 5th percentile seated female elbow height dimension (22") according to ANSI/HFES 100-2007 8.3.2.4.3 from the floor to the top of the keyboard surface.
 - Keyboard surface must raise to at least standing elbow height for 95th percentile male user (46.5") from the floor to the home row of the keyboard. ANSI/HFES 100-2007 8.3.2.4.3.
 - 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 keyboards, 2 mice
 - Keyboard surface must be separately electrically adjustable with electronic controller having digital readout in 1 (one) cm increments to enable precise position replication and must have provisions for connection to network/computer for software used to control console from computer device.
3. Monitor Surface-Sitting/Standing: Monitor surface height requirements are considered paramount to proper ergonomic positioning. All proposers must clearly identify the adjustment range of the monitor surface and submit drawings illustrating adjustment range of product proposed for this project as well as the monitor mounting.
- Monitor surface must lower to allow positioning of monitor so that the gaze angle of the 5th percentile seated female to the center of the screen ranges between – 15° and -25° from horizontal eye level. (ANSI/HFES100 section 8.3.2.2 – 8.3.2.3)
 - Monitor surface must raise to 48" to allow positioning of monitor so that the gaze angle of the 95th percentile standing male to the center of the screen ranges between -15° and -25° from horizontal eye level (69 1/4") using a 22" monitor(ANSI/HFES100 section 8.3.2.2-8.3.2.3)
 - Monitor surface must be wide and deep enough to accommodate up to 6 (six) 32" LCD flat panel monitors or the number/size specified in equipment inventory and/or project drawings. Monitors to be in 3-over-3 configuration.
 - If monitors are stacked, monitor surface must be able to lower below the keyboard surface to maintain proper viewing angles for most users.
 - Monitor surface must be separately electrically adjustable with electronic controller having digital readout in 1 (one) cm increments to enable precise position replication and must have provisions for connection to network/computer for software used to control console from computer/device.
 - 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.

4. Adjustment Devices

- Adjustment speed to be minimum 1.5"/second
- Independent keyboard surface to be separately adjustable with electronic controller.
- Manually operated controller shall not be located where it can be damaged by chair arms. Location under front edge of keyboard surface is unacceptable. Option of digitally integrated control system to provide secondary source for height adjustment controls. System to have ability to save unlimited number of users desired heights and personal control adjustments.
- Safety finger clearance of 1 ½" minimum between stationary returns and moving surfaces or between moving surfaces of double surface tables is required.
- Controller system shall include collision detection technology which will detect sudden changes in load to identify obstructions in the path of the moving surface. Collision detection technology to cause work surface to stop on detection of obstruction and reverse direction approximately 10cm to avoid entrapment of obstruction. Collision detection shall function in both upward and downward directions.

5. Laminate – Console Tops and Side Surfaces

- Keyboard, monitor and fixed height surfaces must be non-glare, 3-D laminate.
- Edge shall be continuous from top through to the bottom of the surface.
- Front edge shall be a chamfer style edge.
- No seams between laminate and edge will be acceptable.
- No edge banding or T-Mold edging will be acceptable.
- Laminate surfaces to be fully balanced construction with Greenguard certified laminate on top surface and Greenguard certified backer sheet on bottom.
- Backer sheet on the bottom of the surface must be a light color to improve visibility for technicians.

6. Console Control Electronics

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

7. Drawer Pedestals

- Drawer Configuration – 1 File drawer 6” and 1 cubby – 18”w x 30”h x 22”d. Optional drawer configurations/depths to be available.
- All drawers to have full extension 100 lb rated – soft close – steel ball bearing drawer slides.
- Drawer pedestals shall have gang locking mechanism with master keyed removable core locks.
- Each pedestal to include pencil tray insert and side filing conversion bar with capability to hang letter or legal size hanging files.
- Test requirements: Respondent shall include copies of independent test laboratory results indicating compliance with ANSI/BIFMA X5.9 – 2012.

8. Acoustical Panel System: Specified to provide for cable management, visual separation of tasks and both sound barrier and sound absorptive functions. Consoles without panel divider systems do not meet base bid requirements.

- Selected vendor shall re-use existing panel system interior structure – panel frames to be minimum 14 ga.cold rolled steel – with power coat paint finish and slotted uprights to support components at 1” centers or equal.
- Internal cable management within the panel frame system is required. Please state your panel frame internal CAT5e cable capacity.
- Stackable panel frames – panel heights shall be vertically modular – the system shall be constructed in a manner to allow additional 18” segments to be “stacked” on base panel frames to change panel heights for future change or reconfiguration. “Stackable” components shall meet all specifications of 3.1.10
- Panel Top Caps – Flush mounted design to be removable without tools. Top caps shall be available in standard powder coated aluminum.
- Panel Segments are to be user removable/replaceable without tools. Segments construction – 22ga. Min. cold rolled steel casing – Class A interior finish flame spread/smoke developed certification.
- Acoustical panel construction – all panel segment tiles above the work surface shall have 22ga.min. cold rolled steel casing with ½” compressed formaldehyde-free fiberglass insert and shall have a minimum .55 NRC (noise reduction coefficient) rating and a Class A flame spread/smoke developed certification.
- Optional Premium acoustical panel construction – Tiles shall be covered with specified fabric and located as indicated on the drawings. From an independent, certified laboratory according to ASTM procedure C-423-08 shall be included with RFP, and have a minimum .75 NRC (noise reduction coefficient) rating.
- Test Requirements: Respondent shall include copy of independent test lab results indicating compliance with E84-09c surface burning characteristics of Building Materials.

- Optional panel segment types shall be – Powder coat paint finish, fabric over steel, airflow, and clear or frosted glass.
- Test Requirements: Respondent shall include copies of independent test laboratory results indicating compliance with ANSI/BIFMA X5.6 – 2016.

9. Shelving/Rackmount Enclosures

- An open shelf shall be located under the front edge of the monitor surface for material/equipment storage in the primary reach zone. This shelf can be converted to a rackmount for electronic equipment mounting.
- Convenience charging outlets to be included inside this shelf.

10. Cable Management

- Cable pathways must be easy for the tech to access from the front of the console. Consoles which require rear access will not be considered.
- Monitor and keyboard cables must have separate pathways from the computer to the end point.
- Cable entry path from computer cabinet to the console must have opening large enough for all cables and a hand to fit through. Minimum of 2.5” in height by 10” wide.
- Cable bridge shall support cables from cabinet to console. Must have separate pathways for low voltage and high voltage.
- 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.
- Keyboard cablings shall be guided from cable bridge through energy chain to keyboard surface.
- 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.
- “J” channel under the monitor surface shall have enough internal room to hold all the cables and any power transformers. “J” channel around back of monitor surface aligned with grommets for management of cables/transformers and cable connections.
- Supplier shall provide premium quality extension cables as required to connect monitors, keyboards, mice and all devices to CPUs.

11. CPU Enclosures

- CPU enclosures shall be available in size to accommodate 1 full size PC and 3 form factor (4” W) PCs.

- CPU enclosures shall be a minimum of 29” deep (deeper is preferred) in order to accommodate CPUs and cabling.
- CPU enclosure shall have at a minimum of two of the three front, rear and top access points depending on layout.
- Work surface height CPU enclosures shall have the surface top to be hinged at the back and fold up to a safe resting position against the panel system. This provides top access to the back of the computers.
- CPU enclosures shall have an internal motion sensing LED service light as standard equipment.
- CPU enclosures shall be equipped as standard with active ventilation using a minimum of 2 (two) quiet, 28db (decibel) 45 cfm exhaust fans to keep electronic equipment cool.
- CPU enclosures shall not be located underneath a height adjustable surface due to potential crush zones.
- CPU enclosures shall be tested for strength and durability to ANSI/BIFMA X5.9-2012. Respondent shall include copies of independent test laboratory results indicating compliance with ANSI/BIFMA X5.9-2012.
- Supplier shall provide premium quality extension cables as required to connect monitors, keyboards, mice and all devices to CPUs.

12. Central Island Storage

- Shall be central to all workstations.
- To include 2 (two) 30”w 2-hi lateral files and 2 (two) 30”w bookshelves.

13. Personal Controls

- Personal controls shall operate fan, LED task lights, heaters, LED RGBW lights for the following: Bias lighting, footwell lighting.
- PC human interface can be accessed through a Windows10 device. Additional methods of PC interface shall be through an android tablet, or both android and apple devices.
- Integrated control system shall be downloadable for Windows10 or through appropriate app store.
- Windows10 will work on existing customer computer.
- LED RGBW light controls with presets for up to four lights to include: footwell lighting, down bias lighting.
- Integrated control system shall incorporate a motion detector which will shut down all selected functions when workstation is unoccupied for 15 (fifteen) minutes. All previously selected functions will resume when motion detector senses movement in the workstation.
- Desktop Airflow shall allow the user to select the airflow rate delivered to the desktop area through one desktop fan/filter unit. Fan speed shall be user selectable from no airflow to a maximum of no less than 50cfm. Per fan.

- Two LED task lights shall be at each station. Light shall be dimmable and have 2 arm adjustment for user comfort.
- Two, 250-watt forced air heaters located under the monitor surface shall be provided. Heaters must be able to rotate to blow heat on hands or feet. Heater to be controlled by a switch on the integrated software system. Option to provide external switch as alternative control method.
- Swivel cup holder to be included.

14. Adjustable Monitor Rack

- Parabolic monitor rack shall be curved to match the cockpit shape of the workstation and achieve as close to equal focal lengths from the users eyes to the face of each monitor as possible and also position monitors for a view angle perpendicular to the screen.
- Parabolic monitor rack shall be available in various sizes to accommodate up to 50" monitors and an individual weight of 70 lbs on a single or dual level.
- 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.
- Mounting rail shall permit unrestricted horizontal adjustment of LCD mounts anywhere on the rail.
- Quick release monitor mounts shall allow removal of monitors from the front of the station. An appropriate length service loop of the cables lets the tech remove monitors and set them on the keyboard surface for a quick swap when needed.
- LCD mounts shall provide for all VESA monitor mount sizes.
- LCD mounts shall adjust 8" vertically to allow centering dissimilar monitor sizes on horizontal rail.
- 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.
- Monitor rack shall have simple and clean cable management on the back.
- Vendor shall supply premium quality cable extensions as required to reach CPUs in CPU cabinets and provide adequate length to extend CPUs for service.

15. Keyboard Surface Data Connection Center(KSDCC)

- A KSDCC shall be located along the back of the keyboard surface to provide an easy, instantly accessible location to plug in keyboards, mice and touch screen monitors if so equipped.

- The KSDCC shall have at least 8(eight) locations which can be configured with either USB or PS2 ports, 2 (two) locations for RJ11, RJ45 or DB9 ports.
- The KSDCC shall incorporate an integral wire management channel along the back side of the keyboard surface to provide a place for mouse and keyboard cables to be stored and easily retrieved by the user to re-position keyboards or mice for either right or left hand use and to prevent cables from hanging down into knee/foot space.
- Vendor shall supply appropriate number of extension cables of sufficient length to reach CPUs with each KSDCC specified.

16. Environmental

- GREENGUARD Gold Certification for indoor air quality/emissions must be for the entire console. <http://www.greenguard.org> Please provide copy of certification in your response.
- GREENGUARD Certification for only individual component parts of the console is not acceptable.

17. Manufacturing Lead Time

- Based on information, please identify the manufacturers lead time for manufacturing and delivery of this product to the White County Public Safety – E911 Center.

18. Project Considerations:

- For purposes of this RFP, suppliers are to base their unit costs proposal on a quantity of 6 (six) consoles.
- All proposals shall be unit priced and include freight and installation based on quantities stated in section 4.1. Any proposal which does not include all component parts included in this specification and the accompanying drawings or is incomplete in any way will be considered non-responsive and rejected immediately. Quoted unit prices shall be guaranteed for one year from date of installation – plus freight and installation – in any quantity.
- Supplier must provide sufficient manpower to complete each installation within designated time frame.
- Labor requirements for this project will not be subject to prevailing wage requirements of the state of Georgia.
- Installation must be coordinated with White County Public Safety's designated facilities person and/or subcontractors responsible for takedown/reconfiguration of existing furniture system, electrical, communications and data distribution.

- All materials, tools, equipment and trash must be removed from project site each day.

19. Unit Cost Information

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

20. Warranty

- Minimum warranty requirements are 10 years from date of customer acceptance or beneficial use and occupancy whichever occurs first. Warranty shall cover all components of console system and include the cost of all parts. Labor and transportation to be covered for the first 5 years. 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.

3.0 MANDATORY REQUIREMENTS

This section identifies all mandatory requirements which must be present in the proposal before further consideration will be given.

3.1 Proposal Requirements

- a. A transmittal letter that states the Proposal is submitted in response to **Console Desk Replacement – E911 Center RFP Project# 2024-RFP-EMA05032024**. Letter must be signed by a person authorized to enter into a contractual agreement on behalf of the submitting firm. Name, title, email address and phone number shall be included for a contact person.
- b. Completed Pricing Proposal that addresses all elements of the Scope of Work referenced in Section 2 of this RFP, sealed in a separate envelope/package.
- c. Qualifications Information requested in Section 4 of this RFP.
- d. Evidence of Insurance.
- e. Bidder's Certification (Appendix A)
- f. E-Verify Affidavit (Appendix B)
- g. Signed Contract (Appendix C)

- h. Signed Addendum (if any)
- i. Brochures and warranty information

3.2 Pricing Proposal

The Pricing Proposal must be signed by an authorized individual/officer of the firm along with company name and address and printed name of authorized individual/officer. The pricing proposal should include an all-inclusive maximum price and is to contain all direct and indirect costs including out of pocket expenses such as travel, lodging, etc.

The Pricing Proposal must be submitted as a separate, sealed envelope/package.

4.0 QUALIFICATIONS INFORMATION

Qualifications information together shall not exceed 20 pages. Provide the following qualifications information:

- a. Business location and officers of the firm (company background)
- b. Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.
 - i. If a public company, include a recap of the most recent audited financial report.
 - ii. If a private company, provide a recap of the most recent internal financial statement; and a letter, on the financial institution's letterhead, stating financial stability.
- c. Business Litigation
 - i. Disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition.
- d. Resumes of key personnel proposed to participate in the project including education background and employment history.
- e. A list of relevant work performed for public entities within the last five (5) years, including contact names and telephone numbers (maximum 5).
- f. Copies of manufacturer installer certificates (if applicable to RFP). Contractors must be certified resellers of the products they provide and install.
- g. Logistics Plan. Proposers shall submit a brief description of proposed site management logistics including the following items:
 - i. Approach, planning and implementation of project
 - ii. Contractor's on site staffing, number of personnel and their primary duties.
 - iii. Space requirements for on-site materials storage.
 - iv. List of proposed subcontractors.
- h. As the above items are to be considered in selection of the Contractor, submission of this information shall be binding on the Contractor and shall not be changed without agreement in writing from the Owner.

5.0 PROPOSAL SUBMISSION AND EVALUATION

5.1 Process for Submitting Proposals

5.1.1 Preparation of Proposal

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide

a complete presentation. If supplemental materials are a necessary part of the technical proposal, the Contractor should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

5.1.2 Packaging of Proposal

Mark the outside of the shipping package as follows:

Console Desk Replacement – E911 Center RFP Project# 2024-RFP-EMA05032024

***FAILURE TO PROPERLY LABEL THE OUTSIDE OF THE SHIPPING
CONTAINER MAY RESULT IN DISQUALIFICATION.***

Inside the shipping container, the proposal in response to this RFP must be divided into **two separate** and appropriately **labeled** and sealed packages - a Qualifications Proposal and a Pricing Proposal. The inner packages shall be labeled with the submitting firm's name.

1. The contents of the sealed, inner package labeled **“Qualifications Proposal”** will include an original and two (2) copies of each of the following:
 - Transmittal letter referenced under Section 3.1 of this RFP
 - Bidder's Certification (Appendix A)
 - E-Verify Affidavit (Appendix B)
 - Signed Contract (Appendix C)
 - All qualifications information referenced under Section 4 of this RFP
 - Proof of Insurance
 - Signed Addendum (if any)
 - Required information referenced in Section 2 of this RFP

2. The contents of the sealed, inner package labeled **“Pricing Proposal”** will include an original and two (2) copies of each of the following:
 - Completed Pricing Proposal

Do not include price information of any kind in the Qualifications Proposal

5.1.3 Submission of Proposals

Proposals will be received by the White County Board of Commissioners Purchasing Assistant until 3:00 PM on May 31, 2024. The original and two (2) copies must be mailed, hand-delivered, or express mailed to:

**Misti Lane, Purchasing Assistant
White County Board of Commissioners
1235 Helen Highway
Cleveland GA 30528**

Any submission received after the due date and time will not be evaluated.

NOTE: Many express mail services do not guarantee overnight delivery times to White County. Any proposal received after 3:00 PM on May 14, 2024, will not be opened.

5.2 Evaluation Process

The evaluation of proposals received on or before the due date and time will be conducted as follows:

5.2.1 Administrative Review

The proposals will be reviewed by the Purchasing Assistant for the following administrative requirements:

1. Submitted by deadline
2. Separately sealed Qualifications Proposal and Pricing Proposal
3. All required documents have been submitted
4. Qualifications Proposal does not include any pricing information
5. All documents requiring an original signature have been signed and are included.

5.2.2 Mandatory Requirements Review

Proposals which pass the administrative review will be reviewed to ensure all Mandatory Requirements identified in Section 3.0 are addressed satisfactorily.

5.2.3 Qualifications Proposal Evaluation

Proposals which pass the Mandatory Requirements Review will then be evaluated, by a review committee, based on the qualification factors. Qualifications information will be scored as follows and may receive a maximum of one hundred (100) points.

Company Background	15
Personnel Qualifications	20
Relevant Work	25
Project Approach	25
Pricing	<u>15</u>
Total Points	100

5.2.4 Pricing Proposal Evaluation

The Pricing Proposals from bidders not eliminated during the qualification proposal evaluation will then be reviewed by a committee to determine which proposal results are most beneficial to the County.

5.2.5 Oral Presentations

The County reserves the right to invite Proposers to present their qualifications.

5.2.6 Selection of Proposal

Upon completion of the evaluation process, White County will select the proposal that is in the best interest of White County.

5.3 Rejection of Proposals/Cancellation of RFP

White County reserves the right to reject any or all submissions, to waive any irregularity or informality in a submission, and to accept or reject any item or combination of items, when to do so would be to the advantage of the County. It is also within the right of the County to reject submissions that do not contain all elements and information requested in this document. The County reserves the right to cancel this RFP at any time. The County will not be liable for any cost/losses incurred by the Contractors throughout this process.

6.0 TERMS AND CONDITIONS

See Section 1.0 Introduction and Section 2.0 Scope of Work for submission requirements specific to this Request for Proposal.

6.1 RFP Amendments

The County reserves the right to amend the RFP prior to the proposal due date. All addenda and additional information will be posted to the County's website, www.whitecountyga.gov, under the Bids/RFPs page no later than 5:00 pm, EST on May 21, 2024. **It is the Proposer's responsibility to check the website for addenda before submitting a proposal. All signed addenda shall be included with the proposal.**

6.2 Agreement and Project Forms

The agreement form shall be the Owner's agreement form. The Owner's payment, waiver of lien, and change order form(s) shall be used.

6.3 RFP Withdrawal

A submitted RFP may be withdrawn prior to the due date by a signed written request to the Purchasing Assistant.

6.4 Costs for Preparing RFP

The cost for developing the RFP is the sole responsibility of the contractor. The County will not provide reimbursement for such cost.

6.5 Conflict of Interest

If a Proposer has any existing client relationship that involves White County, the Proposer must disclose each relationship.

6.6 Contractor Selection

White County reserves the exclusive right to determine which Proposer should be awarded the contract. The County also reserves the right to reject any and all RFPs at its discretion, with or without cause.

6.7 Negotiations and Apparent Winner

Prior to award, the apparent winning proposer will be required to enter into discussions with the County to resolve any contractual differences.

These discussions are to be finalized within two (2) weeks of notification unless extending the time period is advantageous to the County. Failure to resolve differences will lead to rejection of the contractor's RFP.

The County reserves the right to negotiate modifications and costs with the successful Proposer, provided that no such modifications affect the specifications set forth herein. The contractor shall commence work only after the transmittal of a fully executed contract and a Notice to Proceed document is received from the County.

6.8 Taxes

White County is exempt from sales taxes; however, the contractor shall pay all taxes required as stated by law. White County cannot exempt others from tax.

6.9 Compliance with Laws

The contractor will comply with all State and Federal laws, rules, and regulations.

6.10 Non-Collusive Bidding

Contractor shall not prevent or attempt to prevent competition in bidding or proposals by any means whatsoever. Contractor shall not prevent or endeavor to prevent anyone from making a bid or proposal by any means whatsoever, nor shall Contractor cause or induce another to withdraw a bid or proposal for the work. § 36-91-21.

If the contractor is a partnership, all of the partners and any officer, agent, or other person who may have represented or acted for them in bidding for or procuring the contract shall also make the oath. If the contractor is a corporation, all officers, agents,

or other persons who may have acted for or represented the corporation in bidding for or procuring the contract shall make the oath. If such oath is false, the contract shall be void, and all sums paid by the governmental entity on the contract may be recovered by appropriate action.

6.11 Cancellation

If either party shall refuse, fail, or be unable to perform or observe any of the terms or conditions of the contract for any reason, then the party claiming such failure shall give the other party a written notice of such breach. If within thirty (30) days from such notice, the failure has not been corrected, the injured party may cancel the contract effective thirty (30) days after notice of cancellation.

White County reserves the right to terminate the contract immediately in the event that the contractor discontinues or abandons operations, is adjudged bankrupt or is reorganized under any bankruptcy law or fails to keep in force any required insurance policies or bonds.

Failure of the successful Proposer to comply with any section or part of the contract will be considered grounds for immediate termination of the contract by the County without penalty to White County. White County shall pay for services rendered up to the point of termination.

Notwithstanding anything to the contrary contained in the contract between the County and the successful contractor, the County may, without prejudice to any other rights it may have, terminate the contract for convenience and without cause, by giving thirty (30) days written notice to the successful Proposer.

If the termination clause is used by the County, the successful contractor will be paid by the County for all scheduled work completed satisfactorily by the successful contractor up to the termination date set forth in the written termination notice.

6.12 Conditions of Materials

It is understood and agreed that materials delivered shall be new, of latest design, and in first quality condition.

6.13 Rejection of Submissions/Cancellation of Request for Proposal

White County reserves the right to reject any or all RFPs, to waive any irregularity or informality in an RFP, and to accept or reject any item or combination of items, when to do so would be to the advantage of White County. It is also within the rights of White County to reject RFPs that do not contain all elements and information requested in this document. White County reserves the right to cancel this Request for Proposal at any time. White County will not be liable for any cost/losses incurred by the contractors throughout this process.

6.14 Non-discrimination

White County does not discriminate on the basis of race, religion, color, sex, national origin, age, or disability.

6.15 Payment

Payment terms and invoicing requirements shall be negotiated and defined by the final contract. White County typically pays invoices on a net 30 basis. Invoices for construction related projects are paid on a draw method as negotiated and with a retainage of 5-10% held until all punch list items are completed.

6.16 Insurance

The contractor shall be responsible for his/her work and every part thereof and for all materials, tools, equipment, appliances, and properties of any and all description used in connection with this project. The contractor assumes all risks of direct and indirect damage or injury to the property of persons used or employed on or in connection with the work contracted for and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission, or operation under the contract, or in connection in any way whatsoever with the contracted work. The contractor shall, during the continuance of all work under the contract, provide the following:

1. Maintain statutory Worker's Compensation and Employer's Liability insurance in an amount not less than \$1,000,000.00 to protect the contractor from any liability or damages for any injuries (including death and disability) to any of its employees, volunteers, or sub-contractors, including any and all liability or damage which may arise by virtue or any statute or law in force within the State of Georgia, or which may be herein after enacted.
2. The Proposer agrees to maintain Comprehensive General Liability Insurance in an amount of not less than \$1,000,000.00 per occurrence to protect the contractor, its subcontractors, and the interest of the County against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with the contracted work. The General Liability Insurance shall also include the Broad Form Property Damage Liability endorsement, in addition to coverage for explosion, collapse, and underground hazards where required.
3. The contractor agrees to maintain Automobile Liability Insurance in an amount of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired, and non-owned automobiles.
4. The contractor further agrees to protect, defend, indemnify, and hold harmless White County, its commissioners, officers, agents, and employees from and against any and all liability incurred whatsoever as a result of the work performed pursuant to the terms of this proposal.
5. The contractor shall notify the County in writing sixty (60) days prior to change in insurance or cancellation date. The failure of the contractor to deliver a new certificate shall result in suspension of all payments until the new certificate is furnished. Additionally, contract work may be suspended until the new certificate is furnished to the County.

6. Insurance coverage required in these specifications shall be in force throughout the contract term. Should the contractor fail to provide acceptable evidence of current insurance within five (5) days of written notice at any time during the contract term, the owner shall have the absolute right to terminate the contract without any further obligation to the contractor. Furthermore, the contractor shall be responsible for the cost of procuring the uncompleted portion of the contract at the time of termination.
7. Contractual and other liability insurance provided under the contract shall not contain a supervision, inspection, or engineering services exclusion that would preclude the County from supervising and/or inspecting the project as to the end result. The contractor shall assume all on the job responsibilities as to the control of persons under its direct employment and of the sub-contractors and any persons employed by the sub-contractors.
8. The contractor and all sub-contractors shall comply with the Occupational Safety and Health Act of 1970 and amendments as it may apply to this contract.
9. If the contractor does not meet the insurance requirements of the specifications, alternate insurance coverage satisfactory to the County may be considered. The contractor shall be responsible for the costs of any and all alternate insurance coverage so obtained.

6.17 Project Coordination

The contractor shall employ and assign only qualified and competent personnel to perform any service or task involved in this project. The contractor shall designate one such person as a Project Manager, and the Project Manager shall be deemed to be the contractor's authorized representative, who shall be authorized to receive and accept any and all communication from the County.

The contractor hereby agrees to replace any personnel of sub-contractor, at no cost or penalty to the County, if the County reasonably determines that the performance or any sub-contractor or personnel is unsatisfactory.

6.18 Accuracy of Work

The contractor shall be responsible for the accuracy of work performed and shall promptly correct its errors and omissions without additional compensation. Acceptance of the work by the County will not relieve the contractor of the responsibility for subsequent correction of errors, the clarification of any ambiguities, or the costs associated with any additional work caused by negligent acts, errors, or omissions by the contractor or latent defects in the products sold by the contractor.

At any time during the execution of this project or during any phase of work performed by others based on data secured by the contractor under this agreement, the contractor shall confer with the County for the purpose of interpreting the information supplied by the contractor and to correct any errors or omissions. The above consultations, clarifications, and/or corrections shall be made without added compensation to the contractor.

The contractor shall give immediate attention to these changes so there will be minimum delay to others, the contractor shall be responsible for errors and omissions and hold harmless the County and its agents as provided in the agreement.

6.19 Ownership

Reports, plans, data, statistics, specifications, and other supporting records compiled or prepared in the performance of the services required by this proposal, shall be the absolute property of the County and shall not be used by the contractor for purposes unrelated to this proposal without the prior written approval of the County. Such original documents shall be turned over to the County upon completion of the proposal/contract term except that contractor shall have the right to retain copies of the same.

6.20 News Release by Contractor

As a matter of policy, the County does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation shall not be made by a contractor without the proper written approval of the County. All proposed news releases shall be routed to the White County Clerk for review and approval.

6.21 Severability

It is understood and agreed by the parties hereto that if any part, term, or provision of this contract is held illegal or in conflict with any law of the State where made or having jurisdiction over any of the parties hereto, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part term or provisions held to be invalid.

The County and the contractor agree to resolve through negotiation or mediation prior to filing any cause of action. The venue for any litigation arising from this contract shall be White County, Georgia.

The County reserves the right to cancel the contract and discontinue the services with a thirty (30) day written notice as a result of the failure of the contractor to provide acceptable work and services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources.

6.22 Drug Free Workplace

By submission of a proposal, the contractor certifies that the provisions of Code Sections 50-24- 1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug Free Workplace Act," have been complied with in full. The Proposer further certifies that:

1. A drug free workplace will be provided for the contractor's employees during performance of the contract; and
2. Each contractor who hires a sub-contractor to work in a drug free work place shall secure from that sub-contractor the following written certification: as part of the sub-contracting agreement, Sub-Contractor certifies to the contractor that a drug free workplace will be provided for the sub0contractor's employees during the performance of this contract pursuant to paragraph (7) of sub-section (b) of Code Section 50-24-3.

3. The contractor further certifies that he will not engage in the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

6.23 Assignment of Contractual Rights

It is agreed that the contractor will not assign, transfer, convey, or otherwise dispose of a contract that may result from this proposal or his right, title, or interest in or to the same, or any part thereof without written consent of the County.

6.24 Indemnity

To the fullest extent permitted by law, the contractor will indemnify, defend, and hold White County harmless from and against any and all claims, damages, losses, and expenses, including but not limited to, fees and charges of attorneys and court and arbitration costs, arising out of or resulting from negligent acts, negligent omissions, willful misconduct, or reckless misconduct of the Proposer or anyone for whom the contractor is responsible.

6.25 Appropriation of Funds

The initial contract and any continuation contract(s) shall terminate immediately and absolutely at any such time as there are no appropriated and otherwise unencumbered funds available to satisfy the County's obligation under said contract(s).

6.26 Documents Deemed Part of Contract

All contract documents issued by the owner and executed by both parties through the completion of the project shall be deemed part of the contract. No documentation or information provided by the contractor, as part of this proposal or otherwise, shall be deemed part of the contract unless and until incorporated into the contract documents issued by the owner.

6.27 Open Records

All materials submitted in connection with this Request for Proposal will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America, and the open records policies of the White County Board of Commissioners. All such materials shall remain the property of White County and will not be returned to the respondent.

6.28 Proposal Bonds, Performance Bonds, and Payment Bonds

A five percent (5%) proposal bond, a one hundred percent (100%) performance bond and/or a one hundred percent (100%) payment bond shall be furnished to White County if stated as a requirement in paragraph 1.8 in the "Introduction" section of this proposal. Bonding company must be authorized to do business in Georgia by the Georgia

Insurance Commission, listed in the Department of Treasury's publication companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies and have an A.M. Best rating.

6.29 Georgia Security and Immigration Compliance Act

Proposers submitting a response to this Request for Proposal **must** provide the following information in the package to indicate compliance with the Georgia Security and Immigration Compliance Act. The forms are provided for completion, Appendix B.

6.30 RFP Opening

Only the names of the companies and individuals responding to the RFP will be read aloud publicly due to the fact that the proposals will be subject to an evaluation review for accurate submissions and qualifications. A list of names responding to the RFP may be obtained from Misti Lane, Purchasing Assistant, mlane@whitecounty.net , after the RFP due date and time stated herein.



Appendix A

BIDDER'S CERTIFICATION *Console Desk Replacement – E911 Center RFP* *Project# 2024-RFP-EMA05032024*

Date of Proposal _____

I certify that this Proposal is submitted without prior understanding, agreement or connection with any corporation, firm or person submitting a Proposal for the same goods/services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Bidder Information

(Type or Print)

Name of Company

Address

City, State, & Zip Code

Phone Number

Fax #

Tax ID Number

Name and Mailing Address

(Where to Send Payment)

Name of Company

Address

City, State, & Zip Code

Phone Number

Email Address

Social Security Number

OR

Name & Title of Person Authorized to Sign

Name

SIGNATURE

Title

**Proposals or Bids not signed shall be declared as “Non-Responsive”
and may not be considered for award.**



Appendix B

E-Verify Affidavit

Georgia Security & Immigration Compliance (GSIC) Act
(CONTRACTOR) E-VERIFY AFFIDAVIT AND AGREEMENT

White County Commissioner and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, *stating affirmatively that the individual, firm, or corporation which is contracting with the White County Commissioner has registered with and is participating in the federal work authorization program known as "E-Verify", web address <https://e-verify.uscis.gov/enroll/>* operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 [(IRCA), P.L. 99-603], *in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91.* The undersigned Contractor also verifies that he/she/it is using and will continue to use the federal work authorization program throughout the contract period.

The undersigned Contractor agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the White County Commissioner, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees the Contractor will advise the White County Commissioner of the hiring of a new subcontractor and will provide White County Commissioner with a Subcontractor Affidavit attesting to the Subcontractor's name, address, user identification number, and date of authorization to use the Federal Work Authorization Program within five (5) days of the hiring before the Subcontractor begins working on the Project. Contractor also agrees to maintain all records of such compliance for inspection by White County Commissioner at any time and to provide a copy of each such verification to the White County Commissioner at the time the subcontractor(s) is retained to perform such services.

E-Verify Employment Eligibility Verification User identification Number

Date of Authorization to Use Federal Work Authorization Program

NAME OF CONTRACTOR

Title of Authorized Officer or Agent of Contractor

Signature and Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20_____.

Notary Public

My Commission Expires: _____

** As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA). Authority O.C.G.A. § 13-10-91. History: Original Rule entitled "Contractor Affidavit and Agreement" adopted F. May 25, 2007; eff. June*

CONTRACT FOR Console Desk Replacement – E911 Center

**STATE OF GEORGIA
WHITE COUNTY**

THIS AGREEMENT, made and entered into this _____ day of _____, 20243, by and between **WHITE COUNTY, GEORGIA, a political subdivision of the State of Georgia, acting by and through its governing authority, the White County Board of Commissioners** (hereinafter referred to as the "**COUNTY**") and _____ (hereinafter referred to as the "**CONTRACTOR**").

WITNESSETH:

WHEREAS, the **CONTRACTOR** has submitted to the **COUNTY** a description of the services it is willing to undertake in the performance of certain professional services; and

WHEREAS, the proposal submitted (as attached) by the **CONTRACTOR** has been approved and accepted by the **COUNTY**; and

WHEREAS, the parties hereto desire to reduce the terms of this **AGREEMENT** to writing;

NOW THEREFORE, in consideration of the mutual promises and obligations set forth herein, the sufficiency of which is hereby acknowledged, the parties hereto mutually agree to the following:

1. Character of the Work:

The **CONTRACTOR** agrees to perform Console Desk Replacement – E911 Center, in a manner satisfactory to the **COUNTY**, set forth in Exhibit "A," which is attached hereto and incorporated herein by reference.

2. Compensation:

The **COUNTY** agrees to pay the **CONTRACTOR** for services rendered under this agreement in accordance with the bid price set forth in Exhibit "A". **CONTRACTOR** shall submit invoices at the completion of the project, and payment shall be due within ten (10) days of receipt of the invoice by the **COUNTY**. All payments shall be mailed to the **CONTRACTOR**, unless prior arrangements to pick up the payment have been made.

3. Term of Agreement:

The term of this Agreement shall be for a period commencing on _____ and ending on _____.

4. Termination:

If, through any cause, the **CONTRACTOR** shall fail to fulfill in a timely and proper manner its obligations under this Agreement, the **COUNTY** shall thereupon have the right to terminate this Agreement by giving written notice to the **CONTRACTOR** of such termination and specifying the effective date thereof, which effective date shall be no earlier than fourteen (14) calendar days after receipt of the written notice by the **CONTRACTOR**. Notwithstanding, the **CONTRACTOR** shall not be relieved of liability to the **COUNTY** for damages sustained by the **COUNTY** by the virtue of any breach of this Agreement, and the **COUNTY** may withhold payment to the **CONTRACTOR** for the purpose of setoff until such time as the exact amount of damages sustained by the **COUNTY** from such breach can be determined.

5. Indemnification:

The **CONTRACTOR** shall hold harmless and indemnify the **COUNTY** and its officials, employees, and agents from and against any and all claims, damages, liabilities, suits, actions, judgments, and expenses of litigation (including, without limitation, reasonable attorney’s fees) arising from or in any way related to the **CONTRACTOR’S** performance of this Agreement.

6. Proof of Insurance:

The **CONTRACTOR** shall maintain insurance in the types and amounts stated below during the term of this Agreement and any renewals or extensions thereof, and shall provide adequate proof of same to the **COUNTY** prior to commencing performance under this Agreement.

Insurance- Contractor shall maintain at a minimum the following types and amounts of insurance: (i) statutorily required workmen’s compensation insurance; (ii) comprehensive general liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, and with an endorsement naming White County as an additional insured; and (iii) automobile liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Workman’s Compensation and Employer’s Liability in limits of liability as provided by statutes of the State of Georgia.

7. Assignability/Transferability:

The **CONTRACTOR** shall not assign or transfer any interest in this **AGREEMENT** without the written consent of the **COUNTY**.

8. Entire Agreement; Amendments:

This Agreement represents the entire agreement between the parties with respect to the subject matter hereof, and all prior agreements relating to the subject matter hereof, whether written or oral, are nullified and superseded hereby, and neither party shall have any further rights or obligations under such superseded agreements. This Agreement may be amended or supplemented only by a written amendment duly executed and signed by all parties to this Agreement.

9. Notices

Any notices permitted or required to be given pursuant to this Agreement shall be in writing and shall be deemed sufficient if sent via U.S. mail to the respective parties at the following addresses:

If to the **COUNTY**:

White County Board of Commissioners
Attn: Shanda Murphy, County Clerk
1235 Helen Hwy
Cleveland, GA 30528

If to the **CONTRACTOR**:

Attn: _____

If sent via regular U.S. mail, such written notice shall be deemed to have been “received” three business days after it is deposited in the mail with a proper address and with adequate postage affixed.

10. No Waiver:

No failure on the part of either party to this Agreement at any time to require performance by the other party of any term or condition of this Agreement shall be taken or held to be a waiver of such term or condition or in any way affect such party’s right to enforce such term or condition, and no waiver on the part of either party of any term or condition of this Agreement shall be taken or held to be a waiver of any other term or condition hereof.

11. Immunity:

Nothing contained in this Agreement shall be construed or deemed to be a waiver of any immunity to which the parties or their officials, employees, or agents are legally entitled.

12. Legal Construction; Severability:

This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement and this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.

IN WITNESS WHEREOF, the **COUNTY** and the **CONTRACTOR** have executed this agreement as of the first date above written.

COUNTY:

CONTRACTOR:

BY: _____

BY: _____

TITLE: _____

TITLE: _____

ATTEST: _____

ATTEST: _____

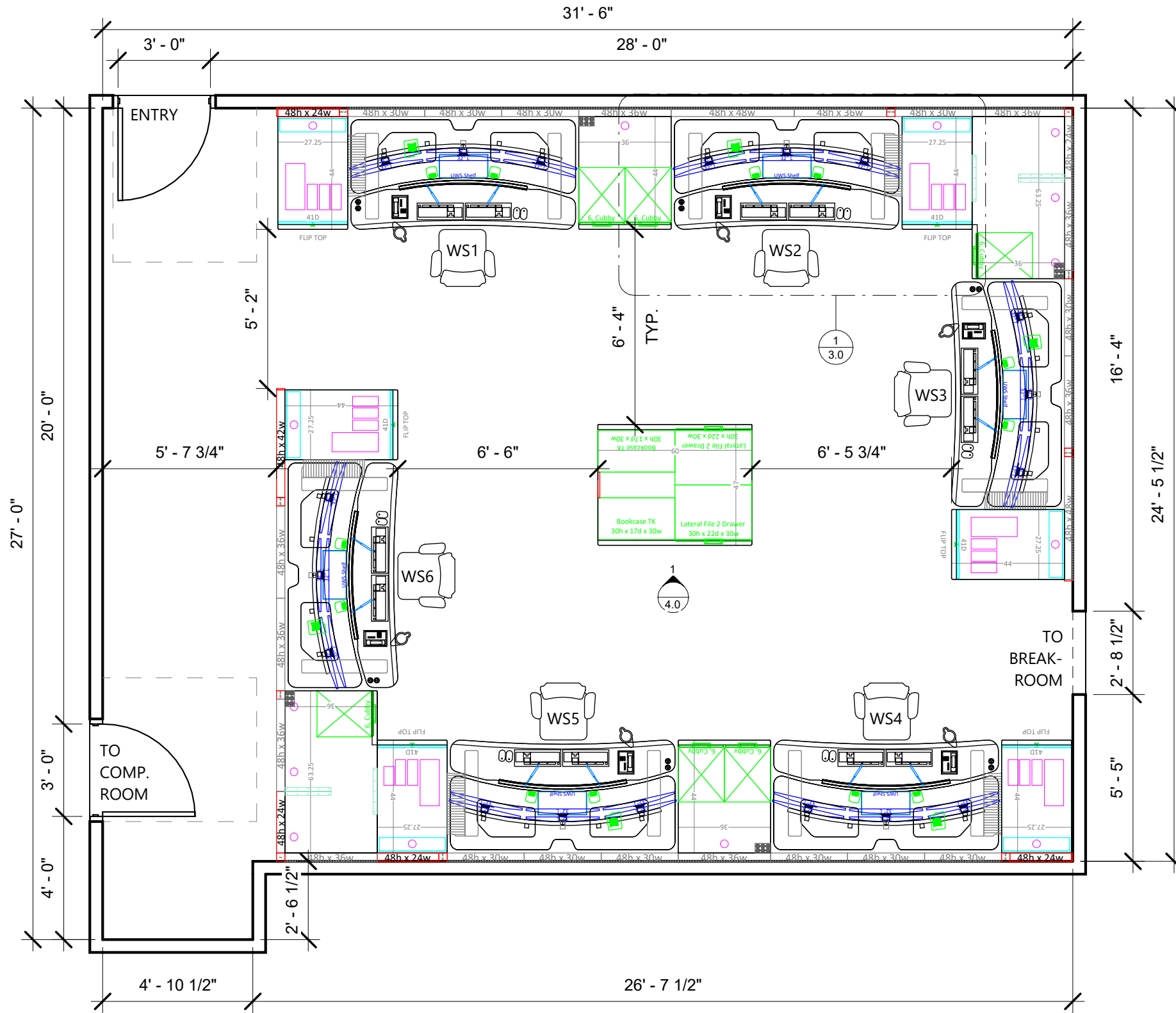
DATE: _____

DATE: _____

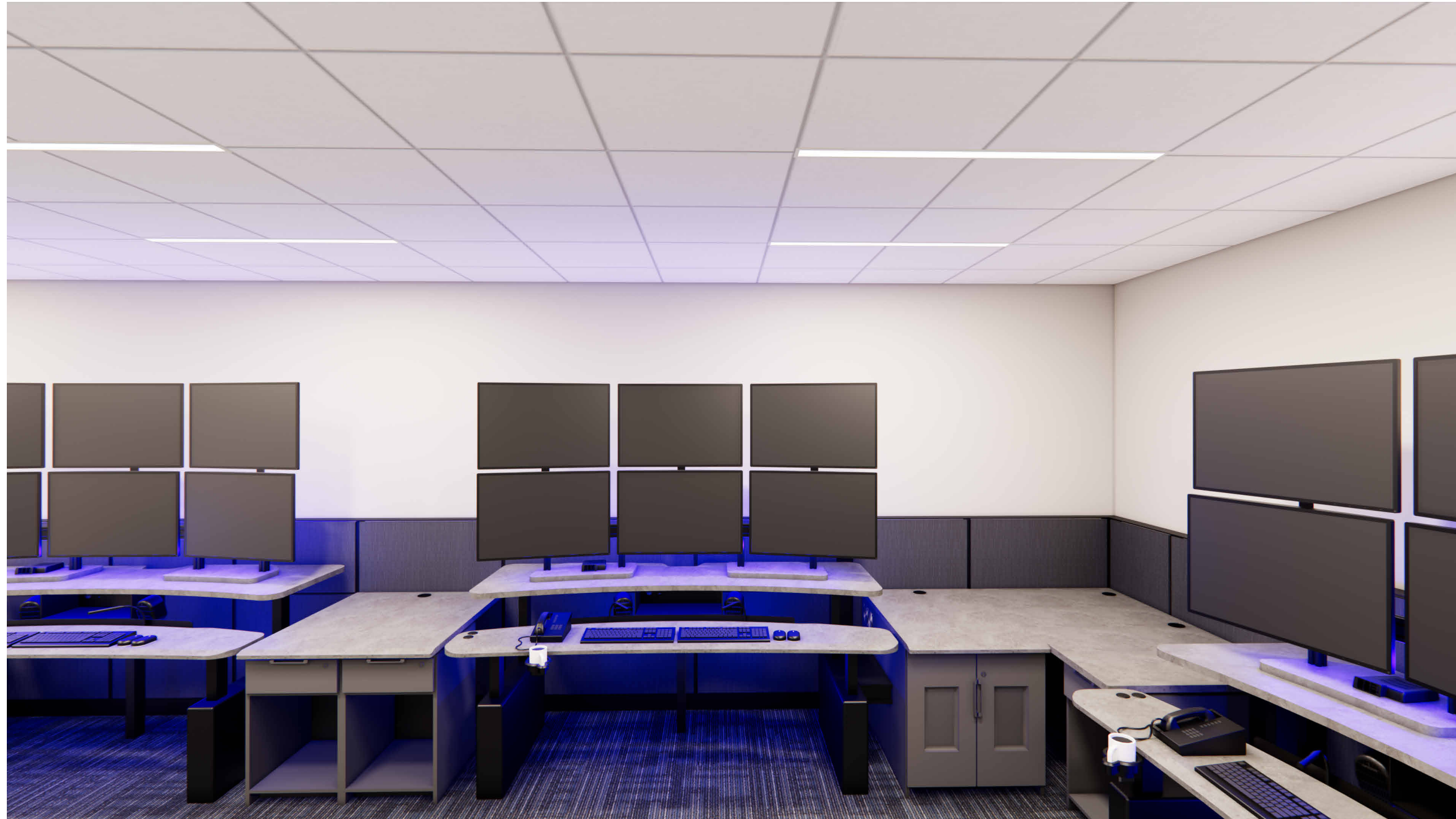
APPENDIX D



APPENDIX D (CONT)



APPENDIX D (CONT)



APPENDIX D (CONT)



APPENDIX D (CONT)

