

REQUEST FOR PROPOSAL (RFP)

ST. JOSEPH COUNTY CENTRAL DISPATCH PROCUREMENT OF DISPATCH CONSOLES

SECTION 1: STATEMENT OF PURPOSE

St. Joseph County Central Dispatch (hereinafter referred to as "Customer") seeks proposals from qualified Suppliers for the procurement and installation of dispatch consoles. This RFP is intended to facilitate the selection of a Supplier that can provide high-quality, ergonomically designed dispatch consoles to enhance efficiency, comfort, and functionality within our 911 dispatch center.

This RFP outlines the requirements and specifications for the dispatch consoles. The selection of a Supplier will be based on various factors, including but not limited to, compliance with specifications, pricing, service quality, and warranty provisions.

This document does not constitute an order. It is the Customer's procurement policy to seek out and purchase the best-suited products and services at the most competitive price, though the final selection may not be based solely on cost.

SECTION 2: RESPONSE REQUIREMENTS

Suppliers must submit a comprehensive proposal that addresses all requirements outlined in this RFP. The proposal must include:

1. **Company Information:** Business name, contact details, and an overview of experience in supplying and installing dispatch consoles.
2. **Product Specifications:** Detailed descriptions, including drawings, materials, and ergonomic compliance features.
3. **Pricing Information:** A detailed breakdown of costs, including unit pricing, delivery, and installation.
4. **Warranty Information:** Minimum 10-year warranty coverage, including service and replacement policies.
5. **Installation Plan:** A schedule outlining delivery and installation timelines.
6. **Compliance Statement:** Supplier must complete a Specification Compliance Table indicating full, partial, or non-compliance with listed requirements.

7. **References:** Contact information for similar projects completed within the last five years.
 8. **Testing Certification:** Suppliers must provide independent test results proving compliance with ANSI/BIFMA structural integrity and durability tests.
 9. **Optional Features:** Suppliers should list any additional features their consoles offer.
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SECTION 3: DISPATCH CONSOLE SPECIFICATIONS

3.1 General Requirements

- Consoles must be ergonomically designed to accommodate both standing and seated positions.
- Separate motorized height-adjustable work surfaces for monitors and keyboards.
- Durability standards must meet ANSI/BIFMA X5.5-2014 and X5.9-2012 certifications.
- Compliance with ANSI/HFES 100 - 2007 Human Factors Engineering of Computer Workstations.

3.2 Material & Construction

- Non-glare, 3D-laminate surfaces with seamless edges.
- CPU enclosures with active ventilation and service accessibility.
- Acoustic panel dividers with noise reduction rating (minimum .55 NRC).
- Greenguard-certified laminate for indoor air quality.
- Full extension, soft-close, steel ball bearing drawer slides for storage units.

3.3 Cable Management & Electrical Requirements

- Integrated cable management system to separate high and low-voltage pathways.
- Energy-efficient LED lighting with adjustable intensity.
- Dedicated power supply integration for dispatch equipment.
- Independent electronic controllers for height adjustment with digital readouts.

3.4 Additional Features

- Personal climate control with individual heating and fan systems.
 - Monitor mounts accommodating multi-screen configurations.
 - Integrated digital controller for position memory storage.
 - Collision detection technology for height-adjustable components.
 - Static load capacity of at least 500 lbs for keyboard and monitor surfaces.
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SECTION 4: PRICING & PAYMENT TERMS

Suppliers must provide a detailed cost proposal, including:

- **Unit Cost:** Per console, including standard features.
 - **Optional Features:** Itemized pricing for additional features.
 - **Installation Costs:** Breakdown of labor and logistics.
 - **Applicable Taxes:** Any local/state taxes should be listed separately.
 - **Payment Terms:** Standard terms will be NET 30 days upon final acceptance.
 - **Bonding Requirements:** Proposals must include a 10% bid bond; successful vendor must provide a 100% payment and performance bond.
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SECTION 5: PROPOSAL SUBMISSION & EVALUATION

5.1 Submission Details

- Intent to submit must be communicated by [insert date].
- Final proposals are due by May 6, 2025 at 4:00 PM EST.
- Proposals must be sealed and clearly labeled "Dispatch Console RFP" and submitted to:

St. Joseph County Central Dispatch
Sabrina Lindsley, Deputy Director
620 E Main St, Centreville, MI 49032
269.467.5618

5.2 Evaluation Criteria

Proposals will be evaluated based on the following factors:

1. **Compliance with Specifications (40%)**
 2. **Cost & Value (30%)**
 3. **Service & Warranty (20%)**
 4. **References & Past Performance (10%)**
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SECTION 6: GENERAL TERMS & CONDITIONS

- St. Joseph County Central Dispatch reserves the right to reject any or all proposals.
- The Customer incurs no obligation for costs related to proposal preparation.
- The selected Supplier must comply with all applicable laws and regulations.
- Proposals must be valid for at least 180 days from the submission date.

For any inquiries related to this RFP, contact:

Sabrina Lindsley

lindsleys@stjosephcountymi.gov

269.467.5618

APPENDICES

Appendix A: Supplier Authority Statement

Appendix B: Specification Compliance Table

Appendix C: ANSI/BIFMA Certification Documents

Appendix D: Warranty & Service Agreements

Appendix E: Ergonomic Console Height Requirement Drawings

Appendix F: Testing Certification Reports