



# Kalamazoo County Consolidated Dispatch Authority



Issued: March 26, 2018

## REQUEST FOR PROPOSALS DISPATCH FURNITURE

### Ergonomic Consoles/Workstations Kalamazoo County Consolidated Dispatch Authority Kalamazoo, Michigan

It is the intention of the Kalamazoo County Consolidated Dispatch Authority (KCCDA) to procure from recipients of the Request for Proposal (herein after referred to as "Provider") 9-1-1 Ergonomic Dispatch Consoles/Workstations (herein after referred to as "workstation") for its new consolidated dispatch center which is currently under construction in Kalamazoo, Michigan.

KCCDA seeks to purchase technically suitable, durable products and services. Functional, accessible workstations that can be arranged and rearranged as technology changes are desired. Therefore, the decision in the selection of a Provider may not rest solely on the lowest overall cost.

The KCCDA reserves the right to reject any proposals or parts of proposals. The KCCDA also reserves the right to waive any irregularities, inconsistencies, negotiate or take additional appropriate action as determined by the KCCDA to be in the best interest of the KCCDA.

Questions regarding the scope of the project, selection process, insurance requirements, or other procedural requirements should be directed to Jeff Troyer, Executive Director, KCCDA, at (269) 718-2195 or via email at [jtroyer@kccda911.org](mailto:jtroyer@kccda911.org).

Sealed proposals shall be plainly marked "KCCDA 9-1-1 ERGONOMIC CONSOLES/WORKSTATIONS" and be emailed to [jtroyer@kccda911.org](mailto:jtroyer@kccda911.org) or delivered to the following address:

KCCDA – Jeff Troyer, Executive Director  
7040 Stadium Drive  
Kalamazoo, Michigan 49009

**Proposals are due by 3:00 p.m. on Friday, April 20, 2018**

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## 1. INSTRUCTIONS FOR PROPOSAL SUBMISSION

### 1.1 Examination of Request for Proposal Documents

Provider must analyze and respond to all sections of this RFP, from Section 2 through the attachments, and provide sufficient information as well as product prototypes (if necessary) to allow KCCDA to evaluate the proposals. Provider must furnish all information as requested and complete all forms according to the section instructions.

### 1.2 Proposal Submission

All proposals shall be sealed and plainly marked "KCCDA 9-1-1 ERGONOMIC CONSOLES/WORKSTATIONS". Proposals are due by **3:00 p.m. on Friday, April 20, 2018.**

Interested Providers can submit a proposal via email to [jtroyer@kccda911.org](mailto:jtroyer@kccda911.org) or via postal service to the following address:

KCCDA – Jeff Troyer, Executive Director  
7040 Stadium Drive  
Kalamazoo, Michigan 49009

### 1.3 Opening of Proposals

There will not be a public opening for this RFP. A bid worksheet will be distributed electronically to all Providers submitting a proposal.

### 1.4 Proposal Form

Whenever forms are provided, each proposal shall be made on the form provided and shall be submitted in a sealed envelope bearing the title of work and the name of the Provider and shall be signed by an individual authorized to execute the proposal on behalf of the Provider.

#### 1.4.1 Modifications

Alternate written proposals submitted may be considered; however, final determination as to suitability and compliance with specifications of the KCCDA will lie with the KCCDA. It is recommended that if an alternate proposal is to be suggested that the Provider provide both a proposal that meets all specifications and any alternate proposals. If the Provider complies with these recommendations, it can have its alternate considered. If the alternate is not acceptable, the KCCDA reserves the right to reject the proposal.

#### 1.4.2 Delivery of Proposals

Proposals shall be delivered electronically or via postal service by the time and to the place stipulated in this Request for Proposal. It is the sole responsibility of the Provider to see that its proposal is received in the proper time. Any proposals received after the closing date and time shall not be accepted.

### 1.5 Non-Discrimination

Upon submission of a proposal, the Provider agrees that it will comply with the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans With Disabilities Act of 1990 as amended; the Elliott-Larsen Civil Rights Act, Article 2, Act No. 453, Public Act of 1976 as amended; the Michigan Handicapper's Civil Rights Act, Article 2, Act No. 220; Public Act of 1976, as amended and all other applicable Federal, State and Local laws and regulations. The Provider shall be an equal opportunity employer and prohibit discrimination in matters of recruitment, employment, training, promotion, wages, or discipline based on race, color, sex, age, religion, national origin, height, weight, marital status, familial status, veteran status, citizenship, handicap/disability, gender identity, sexual orientation, genetic information, or as otherwise in accordance with all Federal or State law, or local regulations. Breach of this covenant may be regarded as a material breach of the contract or purchase agreement and may be processed as provided under the State of Michigan laws.

### 1.6 Provider's Insurance

The successful Provider will be required to furnish to the KCCDA a Certificate or Proof of Insurance as well as any required endorsements. In lieu of required endorsements a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned below shall be furnished, if so requested.

If any of the coverages listed below expire during the term of this contract, the Provider shall deliver renewal certificates and endorsements to the KCCDA at least ten (10) days prior to the expiration date.

All insurers shall be either licensed or authorized to do business in the State of Michigan and carry the following minimum coverages:

#### 1.6.1 Workers Comp

Workers compensation insurance, including employer's liability, under the Workers Compensation Statutes of the State of Michigan.

1.6.2 General Liability

Comprehensive General Liability Policy of at least \$1,000,000/occurrence for personal injury and property damage.

1.6.3 Automobile Liability

Comprehensive Automobile Liability Policy of at least \$1,000,000 for bodily injury and property damage on any automobile.

1.6.4 Professional Liability

Professional Liability Coverage (errors and omissions) covering an actual or alleged error, statement, act, omission, neglect or breach of official duty, including misfeasance, malfeasance, and non-feasance; at least \$1,000,000/occurrence.

If an "occurrence" policy is unavailable for the professional liability coverage, please include a statement from your insurance agent or broker indicating non-availability of the occurrence form. Under these circumstances, a "claims made" form will be considered if written in the requested amount.

1.6.5 Additional Insured

All of the above coverages shall protect the Kalamazoo County Consolidated Dispatch Authority. The Provider's insurance policy shall be primary for the additional insured, and not excess over any policy held by the additional insured. The certificate of insurance must contain the following statement:

*THE KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY,  
ALL ELECTED AND APPOINTED OFFICIALS, ALL EMPLOYEES AND  
VOLUNTEERS, ALL BOARDS, COMMISSION, AND/OR AUTHORITIES  
AND BOARD MEMBERS, INCLUDING EMPLOYEES AND VOLUNTEERS  
THEREOF (except for Workers Compensation).*

1.6.6 Subcontractor Insurance

It shall be the Provider's responsibility to provide similar insurance for each subcontractor, or to provide evidence that each subcontractor carries his own insurance in like amounts, prior to the time such subcontractor proceeds to perform under the contract.

1.6.7 Cancellation Notice

All policies, as described above, shall include an endorsement stating it is understood and agreed that thirty (30) days Advanced Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change of the policy, and Ten (10) days written notice for non-payment of premium, shall be sent to the KCCDA Executive Director, 7040 Stadium Drive, Kalamazoo, MI 49009.

## **1.7 Indemnification**

To the fullest extent permitted by Laws and Regulations, the Provider, at its sole cost and expense, shall indemnify and hold harmless the KCCDA and its officers, directors, employees, agents and consultants (hereinafter referred to as “Indemnified Parties”) from and against all claims, costs, losses and damages (including, but not limited to all fees and charges of professionals and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from the performance of the Services or from the failure to comply with any covenant or term of the contract, provided that any such claim, cost, loss or damage: (i) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom or (ii) is caused in whole or in part by any act or omission of the Provider, its agents, officers, contractors, subcontractors, employees, invitees, suppliers or any other person or entity, directly or indirectly employed by any of them to perform or furnish any of the Services or anyone for whose acts any of them may be liable. Provided, however, that the Provider shall not be required to indemnify the Indemnified Party for injury, death, loss or damage caused by the sole negligence of any Indemnified Party. If such injury or damage is caused in whole or in part by the acts or omissions of the Indemnified Parties, then the indemnification obligation shall be reduced in proportion to the Indemnified Party’s percentage of responsibility for such injury or damage.

In any and all claims against the KCCDA or any consultants, agents, officers, directors or employees of the KCCDA by any employee (or the survivor or personal representative of such employee) of the Provider, any Subcontractor, any Supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Services, or anyone for whose acts any of them may be liable, the indemnification obligation above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Provider or any such Subcontractor, Supplier or other person or organization under workers’ compensation Acts, disability benefit Acts or other employee benefit Acts.

Insurance coverage required by the contractor constitutes the minimum requirements and those requirements shall in no way lessen or limit the liability of the Provider under the terms of the contract.

## **1.8 Representations**

In order to ensure consistent and correct information, prospective Providers shall submit all questions and requests for clarification in writing to KCCDA’s Executive Director Jeff Troyer, via email at [jtroyer@kccda911.org](mailto:jtroyer@kccda911.org). The KCCDA reserves the right to modify, alter or change the scope, size or other aspects of this project at any time.

## 1.9 **Proposal Timeline**

Below are planned dates of actions related to the request for proposal. The final recommendation and award date will be determined based upon whether KCCDA conducts in-person interviews.

<u>DATE</u>	<u>EVENT</u>
March 27, 2018	Release of Request for Proposal
April 20, 2018	Proposal Deadline
May 22 – June 8, 2018	Provider Showcase and Evaluation
June 15, 2018	Review of Proposals and Selection of Provider

Provider finalists may be asked to participate in the Provider Showcase and Evaluation which will occur on two consecutive calendar days arranged by KCCDA. This process involves temporary setup of the workstation proposed at KCCDA’s facility in order for prospective employees to participate in the evaluation of the workstation(s) being considered. Providers submitting a proposal agree to participate in this process at no cost to KCCDA if they are selected.

## 2 **Equipment Specifications**

### 2.1 **Purpose and Background**

The Kalamazoo Consolidated Dispatch Authority (KCCDA) was created on October 30, 2014 and includes the City of Kalamazoo, the City of Portage, the County of Kalamazoo, the Charter Township of Kalamazoo, and Western Michigan University.

The KCCDA was formed with the intent of each entity within Kalamazoo County to merge its public safety dispatch operations into a county-wide Consolidated Dispatch Operation. On January 19, 1988, the Kalamazoo County Board of Commissioners adopted a 9-1-1 Service Plan for the County of Kalamazoo under the authority of Act 32 of the Public Acts of the State of Michigan of 1986, as amended (MCL 484.1101 et seq.), commonly referred to as the Emergency Telephone Service Enabling Act. The 9-1-1 Service Plan involves five (5) Public Safety Answering Points (PSAPs) consisting of the County of Kalamazoo, the City of Kalamazoo, the City of Portage, the Charter Township of Kalamazoo, and Western Michigan University for the purpose of receiving 9-1-1 calls and dispatching public safety response services as appropriate.

KCCDA is an efficient and non-duplicative way of providing cost effective and efficient response to public safety emergency services, including the dispatch of emergency police, fire, and medical services within Kalamazoo County.

The KCCDA is charged with the responsibility of ultimately operating a central communications system for participating Local Governmental Units, the County and other supporting agencies or entities as determined by the Governing Board of Directors.

Emergency Communications Centers pose unique challenges and demands. Unlike an office environment, Emergency Communications personnel are often required to manage multiple computer systems and electronics. The workstations are utilized twenty-four (24) hours per day, seven (7) days per week by different staff members with different physiques and needs. Providers shall understand that workstations will potentially receive four to five times the use of typical office furniture per year. Keeping this in mind, ONLY specifically designed and engineered workstations constructed for this type of use will be acceptable.

Workstation/Monitor/CPU for each:

- Thirteen (13) Dispatch Workstations which will have seven (7) monitors ranging in size from 19" to 24" and four (4) CPUs.
- One (1) Supervisor Workstation which will have seven (7) monitors ranging in size from 19" to 24" and four (4) CPUs.
- Five (5) Call Taker Workstations which will have five (5) monitors ranging in size from 19" to 24" and four (4) CPUs.

The following workstation standards and specifications have been developed for Provider consideration and response. The primary focus of these specifications were developed to provide comfort, safety, and to increase productivity of the emergency communications personnel.

## **2.2 Ergonomic and Safety Standards**

Each Workstation must be a sit-stand adjustable height workstation and shall be equipped with a pressure sensor that prevents the lowering of the workstation when an obstruction is present.

## **2.3 Workstation Specifications**

### **2.3.1 Quantity/Type/Location**

There shall be a base bid for Thirteen (13) dispatch workstations and one (1) supervisory workstation for a total of Fourteen (14) workstations. As part of the base bid, KCCDA requests the Provider quote both 8ft and 6ft workstations. An optional bid for an additional five (5) 6ft workstations is also requested.

Providers shall propose one or multiple configurations of the workstations arranged on the dispatch floor, promote open pathways for communication, and must provide ADA compliant pathways.



The supervisory workstation shall be a stand-alone workstation located on the west wall in between the two Supervisor Offices.

The design shall promote future addition of workstations, allowing for reconfiguration of the dispatch floor if required.

Base Bid – Fourteen (14) Workstations

A – 8ft Workstations

B – 6ft Workstations

Optional – Five (5) Additional 6ft Workstations

### 2.3.2 Size

Each workstation shall support all dispatching functions. Workstations are to be outfitted with up to seven (7) monitor displays ranging in size from 19” to 24”, four (4) CPU’s, two (2) keyboards, two (2) computer mice, reference books, and miscellaneous office equipment/supplies (stapler, pencil/pen holders, tape dispenser, etc.) Refer to 2.1 for specific breakdown of each workstation.

### 2.3.3 Display Mounting

Each workstation shall accommodate the mounting of at least seven (7) displays. Displays shall be mounted on articulating arms capable of supporting 24” displays. Articulating arms shall have extension, height, and tilt control as well as adjustable tensioning for various monitor weights and dimensions. Mounting brackets and arms shall allow for relocation as display requirements change. Displays and mounting shall move with the work surface as it is adjusted for seated and/or standing operation.

### 2.3.4 Lighting

Each workstation shall have one (1) LED task lights. Task lights shall be mounted on articulating arms with extension, height, and tilt control. Task lights and mounting shall move with the work surface as it is adjusted for seated and/or standing operation.

### 2.3.5 Cable/Wiring Management

Cabling and wiring should be managed in a way to minimize visibility while still maintaining ease of access. Cables and wiring shall not hang below the work surface or be laid on the floor. Cabling trays shall be provided, and either be built into or attached to the workstation frame/structure for management of cabling.

### 2.3.6 Frame and Material

The workstation shall be constructed of durable materials that will stand up to the twenty-four (24) hour use environment of an emergency communications center. No hollow core console walls will be allowed.

Console walls shall consist of a solid core. Frames of the workstation shall be equipped with leveling devices to accommodate uneven floors. Each frame shall be grounded for lightning protection to the facility grounding system. Structural integrity of the system is a priority; therefore, a post and panel system designed of steel is required with slat walls constructed of steel that is capable of sustaining displays, lighting, and accessories as referenced in sections 2.3.3 and 2.3.4. Slat wall paneling shall be constructed of materials to promote proper internal temperature and overall durability.

#### 2.3.7 CPU Cavities

Workstation CPU cavities shall accommodate at least four (4) CPUs with adequate heat dissipation. There shall be a sliding tray inside the cavity for ease of CPU access and removal. Workstation CPU cavities shall have access from the top and from either the front or rear of the cavity; or both. Workstations that adjoin in a dual or quad configuration shall be arranged so that rear access CPU cavities is available from the adjoining workstation.

#### 2.3.8 Lifting Mechanism

Work surface lifting mechanisms/device shall be sized appropriately. The lifting mechanism must lower the work surface to a minimum of 28" and raise the work surface to a minimum of 48". Lifting mechanisms/devices must be capable of lifting 750lbs and shall be designed to support uneven loads. Height of the work surface shall be controlled electronically (with user configurable presets) as well as a manual adjustment. Providers shall clearly indicate the mechanism/device (chain, screw, etc.) primarily utilized for the moveable work surface.

#### 2.3.9 Work Surface

Work surfaces shall have a useable and aesthetic curvature; near right angles are not preferred. Surfaces shall be constructed with a medium-density fiberboard (MDF) or particle board with laminate finishes. Work surfaces shall include cable drop points for access into the lower cavities. Surfaces shall be available widths and depths appropriately sized to accommodate displays, small electronics, and organized printed materials.

#### 2.3.10 Storage

Each workstation shall have one three-drawer storage unit below the work surface or as an extension of the work surface. The drawer shall have full extension hardware and ball bearing construction. Drawers shall be at a minimum two 6" drawers and one 12" drawer. The storage unit shall be finished on all sides and be equipped with dual-wheel locking casters.

### 2.3.11 Colors

Color will be selected from the manufacturer's standard colors following contract award.

### 2.3.12 Power Distribution

All power wiring shall be placed in cable/wiring trays and installed in accordance with the National Electric Code.

## 2.4 **Workstation Design/Layout:**

KCCDA has an open floor plan. Attachment D contains a PDF of the Dispatch Center Floor layout. KCCDA is requesting the Provider propose at least one (1) primary and one (1) or more alternative layout(s).

## 2.5 **Optional Features:**

Providers are encouraged to describe any optional features of its proposed products or services. Please use attachment B to list the optional features. This listing shall include full product descriptions and specifications, and pricing of optional products and services. Additional options of interest are:

- Additional shelving, cabinets or mail/memo units matching workstation furniture for additional storage within the dispatch center; placed as needed along the walls of the dispatch floor.
- Slat wall mounted accessories: book shelves, pen/pencil holders, etc.

## 2.6 **Delivery and Installation:**

Delivery and installation of workstations will be at 7040 Stadium Drive, Kalamazoo, Michigan. As stated previously, the Dispatch Center is currently under construction. Approximate delivery and installation is August 2018, Providers shall identify the lead time for delivery and installation of this product to the new Kalamazoo County Consolidated Dispatch Authority facility. Installation must be completed by the time and date determined by KCCDA and Provider which will be part of the contract.

Provider is responsible for installation of all workstation components and in accordance with specifications contained herein. The installation must be coordinated with the designated project coordinator from KCCDA and the electrical, communications, and data installations from various vendors onsite. All materials, tools, equipment, and trash must be removed from project site each day.

### 3 Provider Response and Cost Information

#### 3.1 **Completeness of Proposal:**

Each proposal shall provide a clear, concise delineation of Provider's capabilities to satisfy the requirements of the RFP. In order to expedite the evaluation proposals, Providers must follow instructions contained herein. Failure to comply with any of the RFP mandatory requirements may subject the proposal to rejection.

#### 3.2 **Proposal Expiration:**

Providers must indicate an expiration date for pricing in any proposal submitted but the expiration date shall not be less than 120 days from the proposal due date.

#### 3.3 **Manufacturing Lead Time, Delivery, and Installation:**

Proposals shall include the Provider's estimated timeframe for manufacturing, delivery, and installation of proposed workstations (and/or furniture).

#### 3.4 **Inclusive Unit Cost Information:**

Provider's proposal shall be inclusive of all costs including delivery and installation of all requested workstations. Failure to provide this information may cause Provider's proposal to be eliminated from consideration. All costs including materials, warranty, freight, installation, and any miscellaneous items must be listed.

#### 3.5 **Payment Policy:**

Provider's proposal must state its payment policy and progress payment schedule. The payment policy will state any applicable discounts for early payment and penalties for late payment.

#### 3.6 **Proposed Optional Equipment:**

As referenced in section 2.5, Providers proposing optional equipment must complete attachment B including specific optional equipment detailed cost. These prices are to be inclusive. All proposed optional equipment shall meet the same specifications of quality, workmanship, finish, and durability as listed in section 2 of this RFP.

### **3.7 Provider Response:**

In addition to completion of the forms contained in this RFP, the Provider's response is to be returned in a format that follows the RFP section by section; annotating whether the provider is compliant or non-compliant. The following minimum drawings shall be included in the response:

- Dispatch floor layout to include all Workstations as requested in the RFP
- Detailed drawing of the individual Workstation(s)
- Three dimensional (3D) drawings of the individual Workstation(s)
- Optional drawings to include proposed and/or requested optional items.

### **3.8 Tax Exempt:**

Sales taxes are not to be included in unit or overall pricing. KCCDA will provide tax exemption certificate to selected Provider.

### **3.9 Warranty:**

Workstations must be completely warranted to be free from defects in material and workmanship for a minimum of ten (10) years. This warranty must include all components and accessories to the workstation, including but not limited to work surface, storage, lift mechanism/device, and frame. Providers must supply a detailed copy of their warranty conditions with response. When a distributor cannot handle service of the workstation, the manufacturer must send a factory representative to the installation. Providers shall submit with the proposal the phone number, location, and contact person responsible for any customer service and/or warranty work.

### **3.10 References:**

Providers shall list at least three (3) references where their workstations have been installed and are in operation (installations within Michigan are preferred). The reference shall contain the name of the agency, agency contact person, phone number, and email address.

## **4 Miscellaneous**

### **4.1 Status of Provider**

The Provider and its employees at all times shall be considered as independent contractors and not as KCCDA employees. In delivering services, the Provider shall exercise all supervisory control and general control over all day-to-day operations,

including control over all workers' duties, payment of all wages to its employees, and the right to hire, fire, and discipline all employees. As an independent contractor, payment to the Provider under this contract shall not be subject to any withholding for tax, social security, or other purposes, nor shall the Provider or employees of the Provider be entitled to any KCCDA fringe benefit programs.

#### **4.2 Employees of the Provider**

The Provider shall at all times be responsible for the conduct and discipline of its employees and/or any subcontractor or persons employed by the Provider. All workers must have sufficient knowledge, skill, and experience to properly perform the work assigned to them. Any worker employed by the Provider, who in the opinion of KCCDA's Executive Director, does not perform work in a skilled manner, or acts in a disorderly or intemperate manner, or engages in sexual harassment or other forms of inappropriate behavior as defined by the KCCDA's Executive Director, shall, at the written request of KCCDA's Executive Director, be removed immediately from the project and shall not be utilized again in any portion of the work without approval of KCCDA's Executive Director.

#### **4.3 Laws and Municipal Ordinances**

The Provider shall keep fully informed of all laws and regulations in any manner affecting those engaged or employed in the work, or the equipment and materials used in the work, and all orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. The Provider shall at all times observe and comply with all such existing laws, codes, ordinances, regulations, orders, and decrees. In particular, all work shall be in compliance with the Laws of the State of Michigan, County Ordinances, as well as all other bodies having jurisdictional authority.

#### **4.4 Supervision by Provider**

The Provider will supervise and direct the work of its employees. The Provider will be solely responsible for the means, methods, techniques, sequences, and procedures of the professional services performed. The Provider will appoint a Project Lead who shall have been designated in writing by the Provider at the time the Request for Proposal is submitted. The Project Lead shall have fully authority to act on behalf of the Provider and all communications given to the Project Lead shall be as binding as if given to the Provider. The Project Lead shall be present to the extent necessary so as to perform adequate supervision and coordination of the work.

#### **4.5 Assignability**

The Provider agrees that the work proposed shall be accomplished by the Provider. The Provider agrees that any work under the contract to be assigned to another Provider, and/or subcontractor shall be done only with the prior approval of the KCCDA Project Manager

#### **4.6 Termination for Convenience**

This Contract may be terminated by the KCCDA upon not less than 15 days written notice to the Provider. In the event of termination not the fault of the Provider, the Provider shall be compensated for services performed to date, in accordance with the terms of this contract. Termination not the fault of the Provider shall not give rise to any claim against the KCCDA for damages or for compensation in addition to that provided under this Contract. Such pay so made to the Provider shall be in full settlement for services rendered pursuant to this Contract.

#### **4.7 Termination for Default**

The KCCDA may, by written notice to the Provider, terminate the right to proceed as to the whole or any part of the contract; (1) if the Provider fails to perform the services within the time specified or any extension thereof, (2) so fails to make progress as to endanger performance of the contract in accordance with its terms, or (3) the Provider fails to adequately perform any other provisions of the contract. The Provider shall not be subject to this provision if failure to perform the contract arises out of any cause beyond its control and without any fault or negligence by the Provider or subcontractors.

#### **4.8 Limitations**

This RFP does not commit KCCDA to a contract or to pay any costs incurred in the preparation for a response to this RFP. There is no obligation on the part of the KCCDA to select and award any submitted response or to any Provider or individual submitting a response. No work is guaranteed under this RFP.

#### **4.9 Public Record**

Providers are advised that all responses are deemed a public record and open to public scrutiny after the evaluation and selection (or no selection) of a Provider by the KCCDA.

#### **4.10 Conflict of Interest**

All Providers must disclose any potential conflict of interest with KCCDA employees or any of its Board of Directors.

**4.11 Ownership of Bids**

All materials submitted in response to this RFP shall become the property of the KCCDA and for the selected Provider, will become part of the business agreement. Award or rejection does not affect this right.

**4.12 Release of Claims**

Under no circumstances shall the KCCDA be responsible for any bid preparation expenses, submission costs or any other expenses, costs or damages of whatever nature incurred as the result of a respondent's participation in this RFP process. The respondent understands and agrees that it submits its bid at its own risk and expense and releases the KCCDA from any claims or damages or other liability arising out of the RFP and award process.

**4.13 Contract**

The contents and terms of this Request for Proposal and the Providers response to the same shall serve as the baseline contract between KCCDA and the Provider. Execution of a purchase order to the Provider shall constitute execution of the contractual terms and scope of work contained herein.



**ATTACHMENT A**

**REFERENCE WORKSHEET**

Please fill out this form completely and be as detailed as possible. Use a separate form for each reference listed. Submit a minimum of three references.

**Project Name**

\_\_\_\_\_

**Primary Contact**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Description of Project**

## **ATTACHMENT B**

### **Optional Features Form**

All proposed optional features shall be given on a “per unit” basis and a complete description of each proposed option shall be attached. These prices are to be inclusive as defined in section 3.6. All proposed optional equipment shall meet the same specifications of quality, workmanship, finish, and durability as listed in section 2 of this proposal.

Provider proposed optional equipment and prices (include all relevant material):

**ATTACHMENT C**

**COST WORKSHEET**

I the undersigned, certify that I have read and fully understand all of the specifications supplied by the Kalamazoo County Consolidated Dispatch Authority (KCCDA) in this Request for Proposal.

ALL EXCEPTIONS TAKEN TO SPECIFICATIONS SUPPLIED BY THE KCCDA ARE ATTACHED AND IDENTIFIED BY NUMERICAL REFERENCE TO THE REQUEST FOR PROPOSAL SECTION ON A PLAIN SHEET IMMEDIATELY FOLLOWING THE PROPOSAL PAGE.

**DESIGNATION OF PRIMARY PROJECT MANAGER**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPOSAL/BID**

**Base Bid – Workstations:**

A – Fourteen (14) - Eight (8) ft Workstations	\$ _____ .00
B – Fourteen (14) – Six (6) ft Workstations	\$ _____ .00

**Optional Bid – Additional Workstations:**

Five (5) Additional – Six (6) ft Workstations	\$ _____ .00
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**Optional Equipment Cost:**

_____	\$ _____ .00
_____	\$ _____ .00
_____	\$ _____ .00

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the KCCDA. I further state that I have not communicated with nor otherwise colluded with any other person or Provider, nor have I made any agreement with nor offered or accepted anything of value from an Official or employee of the KCCDA that would tend to destroy or hinder free competition.

No business agreement or contract is created until the proposal is authorized by KCCDA's Board of Directors.

I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal document.

Provider

Name: \_\_\_\_\_

Address: \_\_\_\_\_

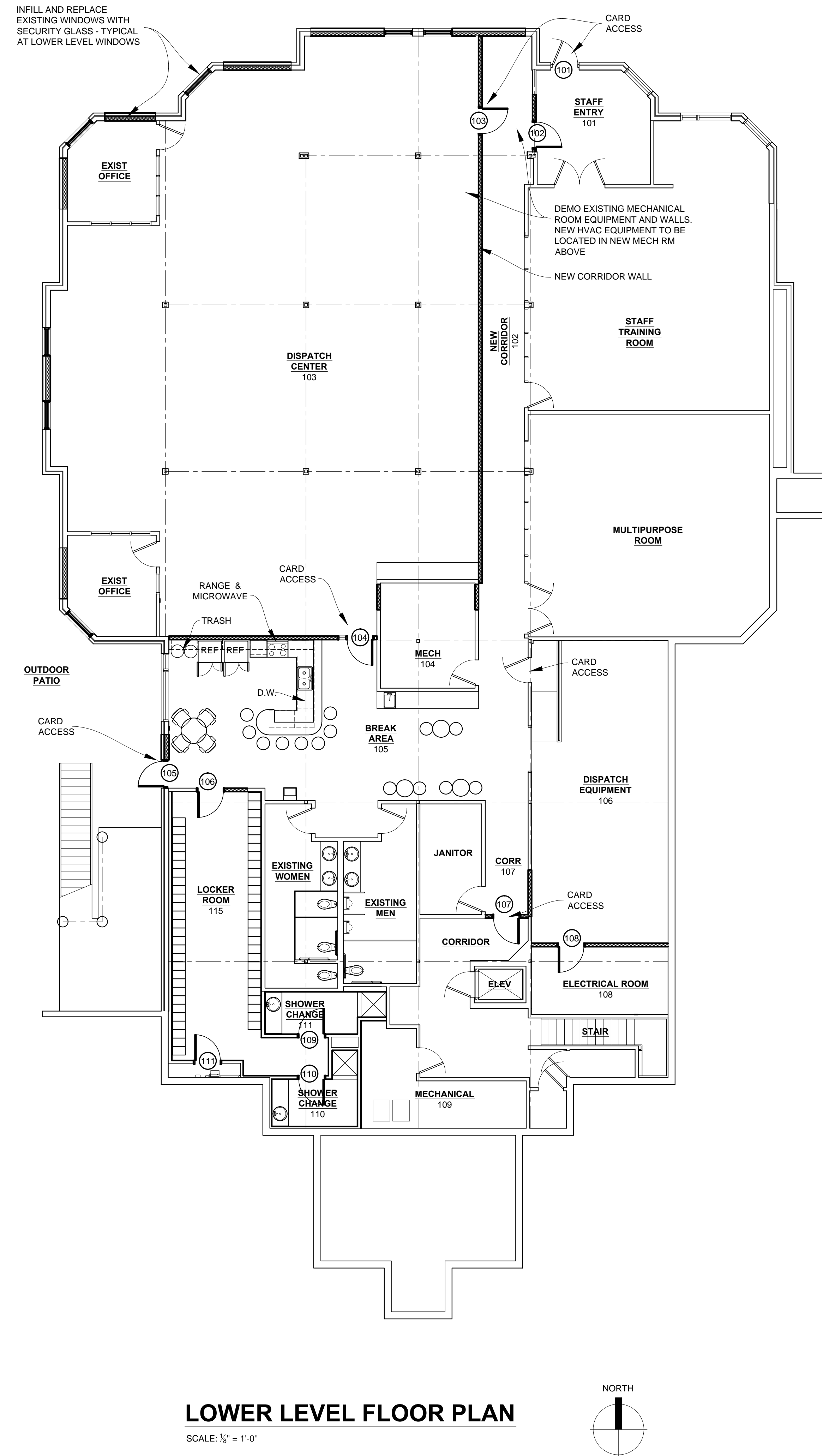
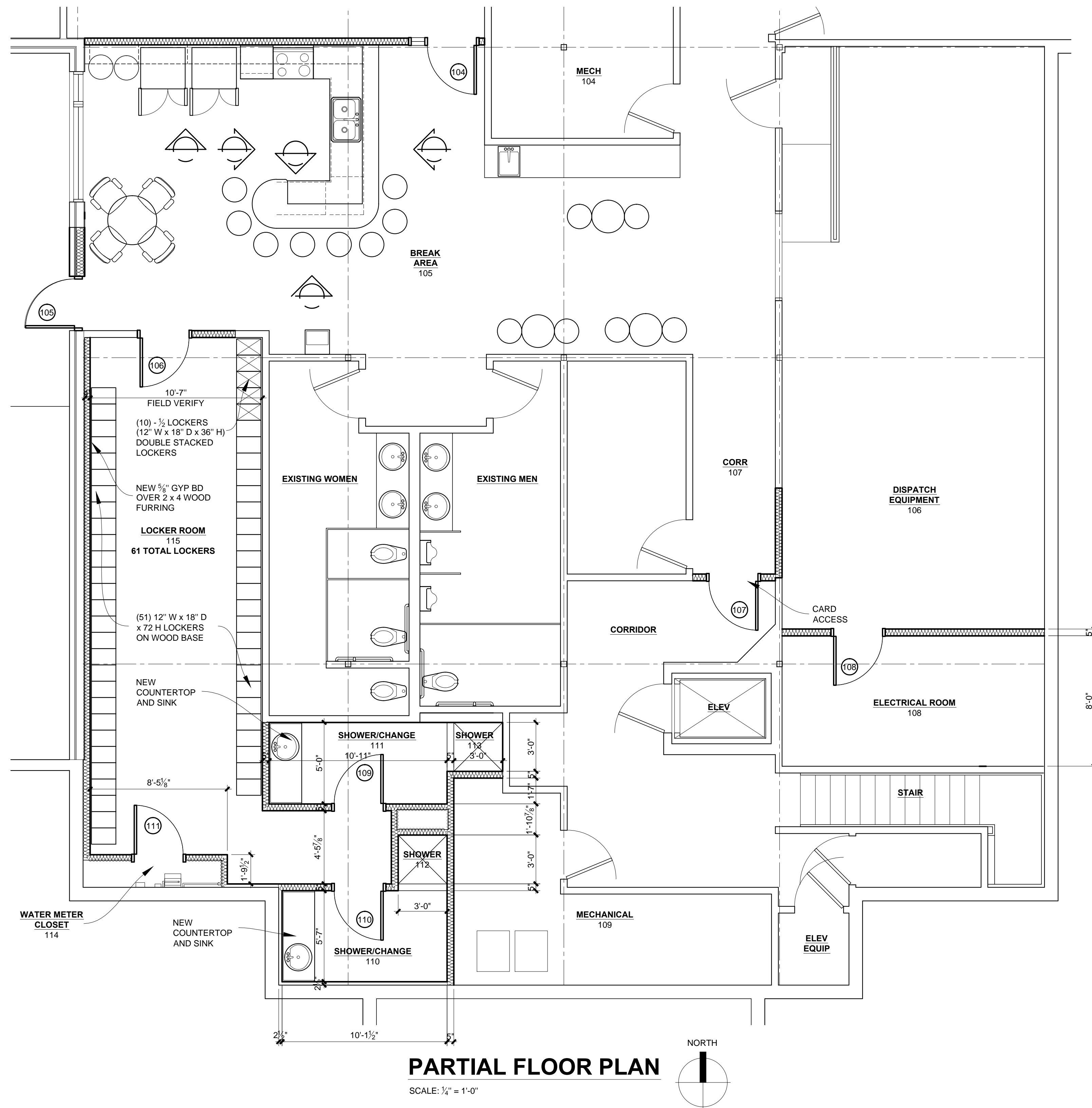
PERSON COMPLETING FORM:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ATTACHMENT D



KCCDA  
Kalamazoo County Consolidated Dispatch Authority  
Central Dispatch Building Renovation  
Kalamazoo, Michigan

Landmark Design Group, P.C.  
3883 Linden Ave, S.E., Suite A, Grand Rapids, MI 49548-3406  
v. (616) 956-0606

date:	issued for:
11-07-2017	Overall Review
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