



COVER PAGE

Bid Proposal # 2486

DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT

Sealed bids and electronic submitted bids for the above will be received until **10:00 AM CST, Tuesday, July 23, 2024** and publicly opened in the City of Alexandria Council Chambers or Council Committee Room.

Please file bid by one of the following means:

Hand-Delivered or Express Delivery:

Attention: Donna Jones, City Clerk
City of Alexandria - City Hall
915 Third Street, First Floor
Alexandria, LA 71301
Phone: 318-449-5090

Mailed via USPS:

Attention: Donna Jones, City Clerk
City of Alexandria - City Hall
PO Box 71
Alexandria, LA 71309-0071

Electronic Bid Submission: Central Bidding

Pursuant to Louisiana R.S. 38:2212 B.(6)(a) through E. (1-7) and R.S. 38:2212.1 B.(4)(a), vendors/contractors have the option to submit their bids and bid bonds electronically. Bids and bonds to be filed electronically shall be posted with **Central Bidding** at www.centrauctionhouse.com (phone 1-225-810-4814). Registration will need to be completed prior to posting of bid.

Complete bid specifications are available for viewing and downloading at the City of Alexandria's website www.cityofalexandriala.com ; on the left hand side of the opening page, go to the heading "*Business*" then drop down to "*RFP/RFQ/Bids*"; the current bids will be listed for your convenience.

City of Alexandria Buyer Name: Casey Barnes
Phone Number: (318)441-6162
Fax Number: (318)619-3415
E-Mail Address: casey.barnes@cityofalex.com



Wilma Kelly
Purchasing Manager

City of Alexandria
Purchasing Department
P.O. Box 71
Alexandria, Louisiana
71309-0071



Office: (318) 441-6180
Fax: (318) 441-6185

Sealed bids will be received until **10:00 AM, Tuesday, July 23, 2024** and publicly opened in the Council Chambers or Council Committee Room.

City of Alexandria Bid #**2486**
Page: 1 of 25
Date Specifications Prepared: May 13, 2024

Bid Bond Requirements: A bid bond or check for N/A% of the total amount of bid.

Performance Bond Requirements: In the event bid is accepted, a performance bond shall be required in the amount of N/A%.

Please file bid with the following:

Donna Jones, City Clerk
City of Alexandria - City Hall
915 Third Street
P.O. Box 71
Alexandria, LA 71309-0071
Phone: 318-449-5090

INTRODUCTION

DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT

It is the intent of the City of Alexandria to secure pricing on **Dispatch Consoles, Bookcases, Storage Lockers & Installation** for use by the City of Alexandria Fire Department.

All products shall be new and of current model year manufacture. Quoted prices shall be for a complete unit ready for use. Each unit shall be equipped with the manufacturer's equipment and accessories which are included as "standard" in the advertised and published literature for the unit. No such item of equipment shall be removed or omitted for the reason that it was not specified in the bid documents.

Bid prices shall remain in effect for a period of a minimum one hundred twenty (120) days from bid award date.

All bid prices shall include any and all freight charges. All products are to be shipped F.O.B., freight pre-paid, to the City of Alexandria Fire Department, to the attention of **Dylan Derbonne**, 1000 Bolton Ave, Alexandria, LA 71301, **phone 318-441-6618**.

Completed bid packet should be returned as issued by the City of Alexandria with ALL PAGES intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, may result in the bidder's (proposer's) entire bid being rejected.

Questions regarding the Room Dimensions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or e-mailed to the attention of **Dylan Derbonne, City of Alexandria - Fire Department, P.O. Box 71, Alexandria, LA 71309-0071; e-mail dylan.derbonne@cityofalex.com** ; and must be received by **4:00pm, on Wednesday July 03, 2024**.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY

1. Pursuant to LA R.S 38:2212.1. C.(1)(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
2. Pursuant to LA R.S. 38:2212 B.(1), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
3. Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
4. Each bidder shall submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.
5. Literature, brochures, and other related paperwork attached to the bid should be identified with the name of the bidder and bid item number.
6. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
7. Pursuant to LA R.S. 38:2212 F., the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index or the Producer Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid for any item of a public work, at the discretion of the City.
8. Pursuant to LA R.S. 38:2212.1. F., any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid, pursuant to the cooperative purchasing provisions of Part VII of Chapter 17 of Subtitle III of Title 39 of the Louisiana Revised Statutes of 1950, R.S. 39:1701 et seq.
9. The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)
10. All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.
11. The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

General Conditions for Bidders - Please Read Carefully (Continued)

12. Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.
13. Bids shall be opened publicly in the City Council Chambers or Council Committee Room.
14. Cash discounts may be accepted, but SHALL NOT be considered in making award.
15. Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.
16. When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.
17. The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.
18. The City of Alexandria is exempt from all sales taxes. A sales tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.
19. Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.
20. Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:
 - (a) By mutual agreement and consent of each party upon thirty (30) days written notice to the other party;
 - (b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or
 - (c) By satisfactory completion of all services and obligations described in the contract.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

General Conditions for Bidders - Please Read Carefully (Continued)

If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.

21. Contractors submitting bids for Public Works construction projects in excess of \$1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is not required by the State Contractor's Licensing Board. Failure to comply with this directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 B.(5)(a)(b)(c) (see Item #22 below).

22. All bids submitted via USPS (registered or certified), overnight courier or hand delivered, shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212 B.(5)(a)(b)(c), which states:

(c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

(aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the Secretary of State.

(bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.

(cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

General Conditions for Bidders - Please Read Carefully (Continued)

23. In-State preferences shall not apply to procurements involving federal funds.
24. Pursuant to LA R.S. 38:2212 O.(2)(a)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than thirty (30) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; (3) by hand; or (4) posted on the City of Alexandria's website (www.cityofalexandria.com) and posted on Central Bidding's website (www.centralauctionhouse.com) if applicable.
25. All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the Master Agreement, to include all applicable federal clauses.
- a. Any bidder that is found listed on the Federal Government's *System for Award Management* (SAM) website, at www.sam.gov/portal/sam, under the advanced search feature for *Excluded Parties List System* (EPLS), shall automatically be rejected for the award of this bid, by Category and/or in its entirety. This applies to any portion of the bid that is a procurement funded by FTA.
26. Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. Inquiries about the *AFEAT* Program should be directed to the Division of Finance. As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's *AFEAT* goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

Alexandria Fairness, Equality, Accessibility and Teamwork Program (AFEAT)

Dear Vendor:

Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. *Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- B. *Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- C. *Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.*
- D. *Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.*
- E. *Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.*

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit www.diversityinaction.org. Should you have any questions or comments, please do not hesitate to contact our Finance Department at 318-449-5091 or our Purchasing Department at 318-441-6180.

As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's AFEAT goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

Sincerely,

City of Alexandria

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

BID SPECIFICATIONS

SCOPE: The following bid specifications are to be used as minimum and maximum standards for Dispatch Consoles, Bookcases, Storage Lockers & Installation for use by The City of Alexandria Fire Department. All quoted products shall either meet or exceed the following specifications.

Unless otherwise stated, the use of manufacturer's name and product numbers are for descriptive purposes and to establish general quality levels only, they are not intended to be restrictive.

Prospective bidders are required to state exactly what they intend to furnish, otherwise, it is fully understood that they shall furnish all items as stated. Bidder should indicate in the space provided below, under "*Bidder's Response*:", the necessary information to indicate he/she is conforming with the bid specifications for each item as written. If Bidder is in complete compliance with each bid specification item as written, please write "Comply" in the space provided; if not, please indicate in this space, the necessary information on the product you are proposing. Each specification response is necessary to ensure the proper evaluation and tabulation of this bid. If each "*Bidder's Response*" section is not filled in or completed, your bid may be rejected.

Bidder's Response:

1.0 General:

1.1 No bid may be withdrawn for at least thirty (30) days after the scheduled closing time for the receipt of bids. Quoted prices shall remain firm until product(s) have been accepted by the City of Alexandria as delivered.

1.2 Products shall be new, un-used, and of current model year manufacture.

1.3 Where applicable, quotes for "optional" equipment shall be listed in the appropriate spaces provided on the bid specifications "Price Page". Option quotes shall not be a basis for bid award and shall not be included in the total bid price.

1.4 Online or web based manuals are acceptable. Successful bidder shall provide the online/web-based access to the City of Alexandria for a minimum of one year.

1.5 The manufacturer must provide lead times and identify date of order and proposed final installation at each location.

1.6 The manufacturer must include a shipping estimate for direct, inside delivery to the facility.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

Bid Specifications (Continued)

1.0 General: (Continued)

Bidder's Response:

1.7 Only the manufacturer's factory installers or their trained and authorized designees experienced with the working environment of a public safety dispatch center shall assemble and install the console furniture; documentation must be provided for the installation foreman.

1.8 The manufacturer must provide a plan for a post-installation walkthrough intended to confirm full compliance to the floor plan, console design, and materials specified.

1.9 The manufacturer must provide a detailed plan for training all users and support staff in the proper use of all adjustment controls, ergonomic functions, and technical access.

1.10 Each bidder is requested to furnish, attached to the bid, complete descriptive literature on product being bid. Any item(s) appearing in the manufacturer's regularly published specifications as "standard" equipment are assumed to be included in the bidder's proposal.

1.11 Each respective bidder shall be responsible for insuring that his/her product meets or exceeds specifications as described herein.

2.0 Product Warranty:

2.1 Successful bidder should furnish complete warranty information for product(s) being bid, to include all sub-contracted components installed by vendor as well as vendor warranted components.

2.2 Perspective drawings are required with the response submission and must include height, width, and depth dimensions in order to determine compliance with the specifications.

2.3 All accessories being proposed should be shown in the drawings.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

Bid Specifications (Continued)

2.0 Product Warranty: (Continued)

Bidder's Response:

2.4 The bidder and manufacturer must provide at least ten year warranty coverage for all product, delivery, and installation; no costs associated with replacement or repair of any portion of the product or installation will be passed on to the customer during the first ten years of warranty.

2.5 The bidder and manufacturer must provide Lifetime warranty on all structural components. After ten years, labor and installation expenses associated with the product replacement under the warranty will be assessed on a case by case basis. Products not covered for life include: electrical components, monitor arms, and the input platform mechanisms.

2.6 The bidder and manufacturer must provide an optional service and maintenance agreement that can be quoted upon request, to mitigate hidden expenses associated with product replacement after the initial warranty period. The optional service and maintenance agreement must cover additional required installation and regularly scheduled service that may occur after the initial warranty period expires.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

Public Safety/911 Emergency Communication Centers have unique challenges and demands; conventional office furniture does not provide an acceptable level of function, technology integration, user ergonomics features, nor durability. When specifying furniture for an Emergency Communications Center, it is important to recognize that furniture should meet minimum requirements to support key performance requirements:

- Consoles are utilized 24 hours per day/ 7 days per week by different employees with different physical sizes and needs; this is more than five times the average use and wear of conventional office furniture annually.
- Consoles must house and power extensive technology support including multiple monitors - in-line, stacked and/or combined with large-format screens models.
- Console furniture must provide additional storage for ancillary rack mount electronics.
- Consoles must provide no less than 10 years of 24/7 use which is required for the expected 80,000 hours of use over the course of a console’s lifetime.

Conventional office furniture systems will not be considered for emergency communications center applications. The following categories have been identified for critical compliance and should be met by Dispatch Console furniture manufacturers and providers.

Stability – Function	Main Body Electrical Requirements	Monitor Viewing Support
Support Adjustments	Partitions and Screens	Technology Equipment Enclosures
Personal Base Storage	Personal Stacking Storage	Stacking Pallets
Cable Management Rail	Materials	General Electrical Requirements
Wire and Cable Management	Environmental Control System	Supplemental Task Lighting
Experience & References	Space Planning & Console Specifics	Comprehensive Warranty, Service & Maintenance Agreement
Lead Time & Installation Rigor	Documented Product Certifications	

Consoles should be designed and manufactured to meet the following industry standard, and third party tested, guidelines for safety, strength, durability, and a healthy workplace:UL 962 Listed as a complete furniture assembly.

Any deviation from the specification MUST be submitted in writing.

- CSA (Canadian Standards Association) C22.2#68. **Any deviation from the specification MUST be submitted in writing.**
- SCS Global Services Indoor Air Advantage Gold SCS-EC10.3-2014 v3.0 certified for protecting indoor air quality by minimizing volatile organic compound chemical off gassing through design engineering and materials selection. **Any deviation from the specification MUST be submitted in writing.**
- CARB (California Air Resources Board) compliant for reduction of formaldehyde emissions, identified as an airborne toxin.**Any deviation from the specification MUST be submitted in writing.**
- Textiles compliance with CA TB 117 (California Technical Bulletin) Flammability Standard Requirements for Upholstered Furniture products. **Any deviation from the specification MUST be submitted in writing.**

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

SCOPE: The following bid specifications are to be used as minimum and maximum standards for Dispatch Consoles, Bookcases, Storage Lockers & Installation for use by The City of Alexandria Fire Department. All quoted products shall either meet or exceed the following specifications.

Unless otherwise stated, the use of manufacturer's name and product numbers are for descriptive purposes and to establish general quality levels only, they are not intended to be restrictive.

Prospective bidders are required to state exactly what they intend to furnish, otherwise, it is fully understood that they shall furnish all items as stated. Bidder should indicate in the space provided below, under "*Bidder's Response:*", the necessary information to indicate he/she is conforming with the bid specifications for each item as written. If Bidder is in complete compliance with each bid specification item as written, please write "Comply" in the space provided; if not, please indicate in this space, the necessary information on the product you are proposing. Each specification response is necessary to ensure the proper evaluation and tabulation of this bid. If each "*Bidder's Response*" section is not filled in or completed, your bid may be rejected.

Bidder's Response:

1.0 Stability – Function

- 1.1 The console furniture is designed specifically for 24/7 operations in an emergency communications center environment. _____
- 1.2 The console furniture is modular in design so as to be easily reconfigured and upgraded. _____
- 1.3 Technology storage and personal storage units stand free from the main console body so they can be field removed or replaced without deconstruction on the console unit. _____
- 1.4 Sit-to-stand legs are bolted into the console undercarriage and to the underside of the input support surface creating maximum proportional stability; free-standing leg and feet systems will not be acceptable. _____
- 1.5 There are no obstructions side-to-side obstructions within the console footprint that will inhibit movement by the user, a critical component in order to provide on-going training of users and technology. Knee space must span a minimum of 70% of the console's overall width. _____
- 1.6 Horizontal work surfaces are supported by a formed steel sub-frame for maximum durability. _____

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

1.0 Stability – Function (Continued)

Bidder's Response:

1.7 Horizontal work surfaces must be strong and rigid and able to meet all required standards for furniture construction as outlined by ANSI/BIFMA X5.5-2008, Desk Products.

2.0 Input support surface

2.1 The input support surface must lower to at least 24.5” from the floor.

2.2 The input support surface must raise to 50” above the floor to Accommodate the 99th percentile standing male per ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations 8.3.2.4.3.

2.3 The height-adjustability must be engineered so as to provide infinite adjustment throughout the entire adjustment range, a critical function to meet ergonomic standards and reduce repetitive strain injuries and carpal tunnel syndrome.

2.4 The input support surface must be a level platform that is wide enough to accommodate multiple input including keyboards, mice, and writing surface; the input platform surface area should be a minimum of 1300 sq inches.

2.5 The input support surface must have enough surface area to accommodate input devices within a primary and a secondary work zone and to meet ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations 5.2.4.1 standards.

2.6 The input support surface must allow the user to maintain elbow angles between 70 and 135 degrees to meet ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations 5.2.1.1 standards.

2.7 The electronic adjustment must be independent of the monitor support; other adjustment methods will be deemed unacceptable.

2.8 The electronic adjustment must be controlled through a digital read-out to ensure precise user-preferred replication.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

2.0 Input support surface (Continued)

Bidder's Response:

- 2.9 The electronic adjustment controls must be mounted in a location that meets ADA standards for accessibility. _____
- 2.10 Top mounted adjustment controls will be deemed not acceptable. _____
- 2.11 Adjustment controls shall have an option for a Wellness function to track standing usage and encourage users to use the adjustment controls to change posture throughout their shift. _____
- 2.12 The input support surface must adjust simultaneously with the monitor support in order to retain relative positioning between both surfaces when changing from sitting to standing. This promotes ergonomic alignment and a timely and controlled shift from sitting to standing work postures. _____
- 2.13 The input support surface must allow adjustment of the line-of-sight viewing distance between the eyes and front surface of the viewable display area within the range of 19.7" and 39.4" to meet ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations 5.2.4.2. The entire surface and all environmental controls shall move with the input surface to maintain preferred and ergonomic settings. _____
- 2.14 The input support surface must have a static load capacity of 1200 lbs. and an equipment load capacity of 500 lbs to accommodate multiple models and quantities of various input devices. _____
- 2.15 Lifting columns for the input surface should be integrated into the storage cavities for increased stability; leg set bases should not be exposed. _____
- 2.16 The input support surface legs must have integrated anti-collision software to promote user safety, detect obstacles and prevent damage to console or equipment. _____
- 2.17 A minimum safety clearance of 1.25" shall be required between all moving surfaces. ANSI-HFES 100-2007 Human Factors Engineering of Computer Workstations 8.3.1.2. _____
- 2.18 There shall be no entrapment zones, as defined by UL 962. _____
- 2.19 The input surface must have a welded steel sub-frame for increased structural integrity. _____

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

2.0 Input support surface (Continued)

Bidder's Response:

2.20 The position of the input support surface relative to the lifting legs and ancillary enclosures needs to be positioned so as to provide unobstructed knee clearance for users in the seated operating position and in accordance with ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations 8.3.2.1.

2.21 The input support surface should be controlled through the use of 24 VDC motors. All powered components must be UL 962 listed and should be CSA (Canadian Standards Association) certified.

2.22 Must utilize a dual brake for stability and prevention of binding. Braking system must lock surface into place when the brake is released.

2.23 There should be surface-mounted, user-configurable, user-accessible voice and data connections (RJ12, RJ45 USB, 3.5mm Audio) available and accessible from the front of the console.

2.24 All moveable components of the console's input support surface and lifting mechanisms shall be designed and tested to at least 40,000 cycle full range adjustments.

3.0 Monitor Viewing Support

3.1 The console design must include adjustment of monitors so that the gaze angle to the center of the screen ranges between 15° and 20° below horizontal eye level per ANSI-HFES 100-2007 Human Factors Engineering of Computer Workstations 5.2.4.3.

3.2 The console design must accommodate use of up to (5) 21" widescreen LCD flat panel monitors on a single tier, and up to (10) 21" widescreen LCD flat panel monitors in a stacked configuration and provide independent angle adjustment for each.

3.3 The monitor mounting array should allow for concurrent focal depth movement of at least four monitors at once.

3.4 Monitor viewing support controls must be mounted in a location that meets ADA standards for accessibility; top mounted adjustment controls will be deemed unacceptable.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

3.0 Monitor Viewing Support (Continued)

Bidder's Response:

3.5 Monitor viewing support must be controlled through the use of 24 VDC motors. All powered components must be UL 962 listed and should be CSA certified.

3.6 Monitor viewing support must be independently adjustable.

3.7 All moveable components of the console's monitor viewing support system shall be designed and tested to at least 40,000 cycle full range adjustments.

4.0 Support Adjustments

4.1 All mechanical and powered support adjustment mechanisms shall operate at a speed approximately 1" per second.

4.2 Input surface support adjustment mechanisms must be controlled through a digital read-out to ensure precise replication for individual users who share a single console workstation.

4.3 All mechanical and powered support adjustment controls must be mounted in a location that meets ADA standards for accessibility; top mounted adjustment controls will be deemed unacceptable.

4.4 All mechanical and powered support adjustment mechanisms including "lifting systems" must operate quietly with a maximum sound level of 50db.

5.0 Partition Screens

5.1 Partition and screen frame components must be constructed of 14 gauge cold rolled steel for maximum strength and durability.

5.2 All steel frame components must be bolted together in a minimum of four places to ensure maximum strength and durability.

5.3 All steel components must be powder coated for lasting durability; enamel paint is not sufficiently durable and will not be acceptable.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

5.0 Partition Screens (Continued)

Bidder's Response:

5.4 All external-facing screen components must be available in abrasion resistant fabric covering. Internal screen components, including tackable core surfaces, must be fabricated with materials that contain a minimum of 85% recycled content.

5.5 The partitions and screens must be integrated into the main body of the furniture; freestanding panels will be deemed unacceptable.

5.6 The screen/partition system must sit within the console body's footprint so as to not reduce available open floor space.

5.7 All screen and partition fasteners must be completely concealed.

5.8 All screen and partition components must be field replaceable.

5.9 All side and back facing screen and partitions must be available in 42", 48", 54" and 60" heights; 36" return screens should also be available.

5.10 All screen and partitions must be available with a shatter-proof 12" acrylic upper section to help maintain sight lines.

6.0 Equipment Enclosures - Console Technology Storage

6.1 Console technology storage enclosures must be accessible from both the front and the rear.

6.2 Console technology storage enclosures must not attach directly to the primary work surface.

6.3 Console technology storage enclosures must be available in 24" and 30" heights.

6.4 Console technology storage enclosures must be available in 30", 42" and 50" widths.

6.5 Console technology storage enclosures must be available in a 24" depth.

6.6 Enclosures must be engineered to support stacking storage components atop the units to allow for additional technology storage or personal storage without taking up added floor space.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

6.0 Equipment Enclosures - Console Technology Storage (Continued)

Bidder's Response:

6.7 Console technology storage enclosure rear access doors must offer cooling by a minimum of 2 each 50 CFM axial cooling fans.

6.8 Console technology storage enclosure front access doors must utilize a vented plenum system to draw cool air into the enclosure.

6.9 All console technology storage enclosure must have an active cooling system to ensure that cabinets are kept at the optimum temperature for peak technology performance.

6.10 Console technology storage enclosures must have horizontal cable management systems.

7.0 Cable Management Rail

7.1 There should be a horizontal cable management rail for running cabling from one side of the console to the other.

7.2 The wood cable management rails should be constructed of 42 lb. density particle board panel with THERMALLY FUSED MELAMINE (THERMALLY FUSED LAMINATE) on both sides.

7.3 All steel components within the wood cable management rail must be powder coated for durability; enamel paint is not sufficiently durable and will be considered unacceptable.

7.4 Internal cable management channel must be able to house a minimum of 40 each Cat-6 cables and one each 1" flexible conduit.

7.5 Internal cable management channels must contain fastening points to prevent unintentional movement and disconnection of cabling during active service.

7.6 The wood cable management rail must have a locking option to prevent unauthorized personnel access to internal cabling.

7.7 The wood cable management rail must be available in both single access and dual access configurations to allow maximum flexibility and future reconfiguration.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

8.0 Enclosures - Personal Base Storage

Bidder's Response:

8.1 Personal base storage enclosures must be available in 24” and 30” heights.

8.2 Personal base storage enclosures must be available in 30”, 42” and 50” widths.

8.3 Personal base storage enclosures must have optional filing storage sized at 20” wide.

8.4 Personal base storage enclosures must be available in a 24” depth.

8.5 Personal base storage enclosures must be available in single and dual sided configurations.

8.6 Personal base storage enclosures must be available in combinations including open-drawer- door, open bookcase, and closed door configurations.

8.7 Enclosures must be engineered to support stacking storage Components atop the units to allow for additional personal storage without taking up added floor space.

9.0 Enclosures - Personal Stacking Storage

9.1 Personal stacking storage enclosures must be available in 18”, 24” and 30” to correspond with the heights of the partition screens.

9.2 Personal stacking storage enclosures must be available in 20”, 30”, 42” and 50” widths.

9.3 Personal stacking storage enclosures must be available in a 24” depth.

9.4 Personal stacking storage enclosures must be available in single and dual sided configurations.

9.5 Personal stacking storage enclosures must be available in combinations including open- drawer-door, open bookcase, and closed door configurations.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

10.0 Enclosures - Stacking Pallets

Bidder's Response:

10.1 Stacking pallet enclosures must be available in an 8” height.

10.2 Stacking pallet enclosures must be available in 20”, 30”,
42” and 50” widths.

10.3 Stacking pallet enclosures must be available in a 24” depth.

10.4 Stacking pallet enclosures must be cable ready to allow the
placement of electrical components.

10.5 Stacking pallet enclosures must include at least one grommet
pass through and at least one monitor support mounting location.

11.0 Materials

11.1 Storage Enclosures

11.1.1 Wood parts should be constructed of 42 lb. density
particle board with THERMALLY FUSED MELAMINE
(THERMALLY FUSED LAMINATE) on both sides.

11.1.2 Steel parts should be manufactured from 14 gauge cold rolled
steel for maximum strength and durability.

11.2 Surfaces

11.2.1 All monitor and input surfaces should be 42 lb. density, 3/4”
thick wood core material, pressure bonded with a high-pressure
horizontal grade laminate top and sealing horizontal grade
backing sheet of laminate on the underside to prevent deflection.

11.3 Edge Material

11.3.1 All storage enclosures, including fixed or mobile pedestals,
must have edges finished with 1.5mm thick thermoplastic
polypropylene extrusion with self-healing properties for
maximum durability.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

11.0 Materials (Continued)

Bidder's Response:

11.3.2 All input support surfaces must use a 3mm thick thermoplastic polypropylene extrusion edging with self-healing properties for maximum durability.

11.3.3 All input surface edging must have a minimum 3mm Radius on front edge so as to comply with ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations 8.3.1.4.

11.4 Laminates

11.4.1 High pressure laminate must meet ANSI/ASME A 17.1; 1986 requirements for Class “B” laminate and ASTM D523-89, providing a non-glare matte finish.

11.4.2 All monitor and input surfaces must be .0625” thickness horizontal grade laminate on the top surface and on the backing sheet, to prevent deflection.

11.4.3 Thermally fused laminate must meet NEMA LI-1-1998; low pressure laminate is not acceptable.

11.5 Textiles/Fabric

11.5.1 All textiles must be abrasion resistant to meet ASTM D-3597 MVPTS-198 standard.

11.5.2 All textiles must meet flammability requirements in accordance with ASTM E-84 (Tunnel Test) Class A, or class 1.

11.5.3 All textiles must be made from 100% recyclable materials.

11.6 Powder coat

11.6.1 Powder coat must meet ASTM D3359-09 adhesion standard for durability.

11.6.2 Powder coat must meet PCI #8 Solvent Cure Test for durability.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

12.0 Electrical Requirements

Bidder's Response:

12.1 Every console will have (2) Power Distribution Units (PDU) that may be specified by the customer as 15A, 20A plug or 20A Locking. Each PDU Unit must provide (13) NEMA 5-15R outlets and a NEMA 5-15P input. PDU unit must include a 15 foot cord. PDU must be UL listed and CSA rated.

12.2 The total power draw for an individual console may not exceed 13.3 amps; this includes the console lifting system and all environmental controls.

12.3 The console should comply with UL standard 962 ensuring the highest standard of electrical and physical safety.

12.4 The console should be rated to comply with FCC Title 47 Part 15 subpart B/ICES-003 for Radiated and Conducted emissions.

13.0 Wire and Cable Management

13.1 The console must include two cable access drops with energy chains for vertical cable management from the input support surface to the equipment enclosures so as to comply with UL 962 standards.

13.2 The console must include energy chains for horizontal cable management between the moving surface and adjacent fixed surface to preserve optimal and secure operation of cords and cables during the console's active use.

13.3 A quick connect user-accessible interface with accommodations for up to 10 configurable ports must be available and must include ports, jacks and cables for: USB-A, RJ45, RJ11/12, and 3.5mm stereo audio connection kits; the quick connect interface must also provide cable management for the equipment it serves.

13.4 The console infrastructure must support cable management from the user's position to the CPUs inside the console.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

13.0 Wire and Cable Management (Continued)

Bidder's Response:

13.5 The console must have a horizontal cable raceway for unencumbered and easily serviceable runs.

13.6 The console must have a horizontal cable raceway that is easily accessible and allows drop-in cable runs to accommodate easy technology updates and service access.

13.7 Cables routed within the walls of a furniture panel system will not be acceptable.

14.0 Environmental Control System

14.1 Control Panel

14.1.1 The control panel for all environmental settings (task lighting, heating controls, and air distribution) must be integrated with the console body.

14.1.2 The control panel must be easy to clean and sanitize.

14.1.3 The height for the input support surface must be shown on a digital read-out to ensure total replication of console positioning for all employees; the digital readout for the input support surface shall display inches from the floor.

14.2 ADA Compliance

14.2.1 There must be an optional electronic adjustment control located within reach of a wheelchair to meet ADA requirements.

14.3 Air Distribution

14.3.1 Fans shall be incorporated into the furniture design, providing maximum individualized control within the user's primary work zone.

14.3.2 The console must have user-adjustable fans for circulating filtered air with a minimum of two distinct speeds.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

BID SPECIFICATIONS (CONTINUED)

14.0 Environmental Control System (Continued)

Bidder's Response:

14.4 Lighting Levels

14.4.1 The console must integrate 12VDC LED lighting solutions.

14.4.2 The console must have integrated ambient lighting.

14.4.3 The console must have flexible gooseneck style task lighting to allow proper placement of light over work area.

14.4.4 All integrated lighting on the console shall be mechanically fastened to the console to prevent removal; lights should be removable for maintenance.

14.5 Personal Heating

14.5.1 System shall provide one ceramic forced heating source that is rated 400 watts and located under the input support surface. Rated for 400 watts total.

14.5.2 Floor mounted heating solutions will not be acceptable.

14.6 Power Requirements

14.6.1 The console should operate with 120 VAC, 60Hz.

14.6.2 The console must have a 15 ft. power cord with 3-prong plug.

14.6.3 The console should draw a minimum of 0.3 amperes and a maximum of 13.3 amperes.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
DISPATCH CONSOLES, BOOKCASES, STORAGE LOCKERS & INSTALLATION – FIRE DEPARTMENT**

BID SPECIFICATIONS (CONTINUED)

15.0 On/Off Task Lighting-Freestanding Supplemental Task lighting

Bidder's Response:

15.1.1 The console should accommodate a 3-point articulating arm that swivels 120-degrees and provides a 180-degree tilt for additional light control.

15.1.2 The console should accommodate additional task lighting that can be mounted to the input support surface using a grommet mount, or directly to the monitor support rail.

15.1.3 All task lighting on the console must provide approximately 50,000 hours of lamp life.

15.1.4 The task lighting color temperature should not exceed 3,800K.

15.1.5 The task lighting should have a 3-lever dimmer to adjust illumination as needed to reduce eye strain.

15.1.6 Ancillary task lighting must be available in three colors - silver, white, and black.

16.0 Shared Storage

16.1.1 Two (2) ZO storage bookcases (File/Open). Dimensions should be a minimum of 20”D x 30”W x 78”H.

16.1.2 Four (4) Zone Two Storage lockers with digital guest lock. Dimensions should be a minimum of 20”D x 15”W x 62”H (right handed)

END OF SPECIFICATIONS

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
PURCHASE AND INSTALLATION OF DISPATCH CONSOLES, BOOKCASE & STORAGE LOCKER – FIRE DEPARTMENT**

PRICE PAGE

Bid price for Dispatch Consoles, Storage Bookcase, Zone Two Storage Lockers and Installation, new and unused, delivered F.O.B., freight pre-paid, as per the bid specifications:

- 2 / Dispatch Consoles with environmental controls
- 2 / Storage Bookcases
- 4 / Zone Two Storage Lockers

\$ _____ /cost per Dispatch Console

\$ _____ /cost per Storage Bookcase

\$ _____ /cost per Zone Two Storage Locker

\$ _____ /total price including furniture, installation & shipping

Bidder Information:

Company Name: _____

Address: _____

City/State/Zip: _____

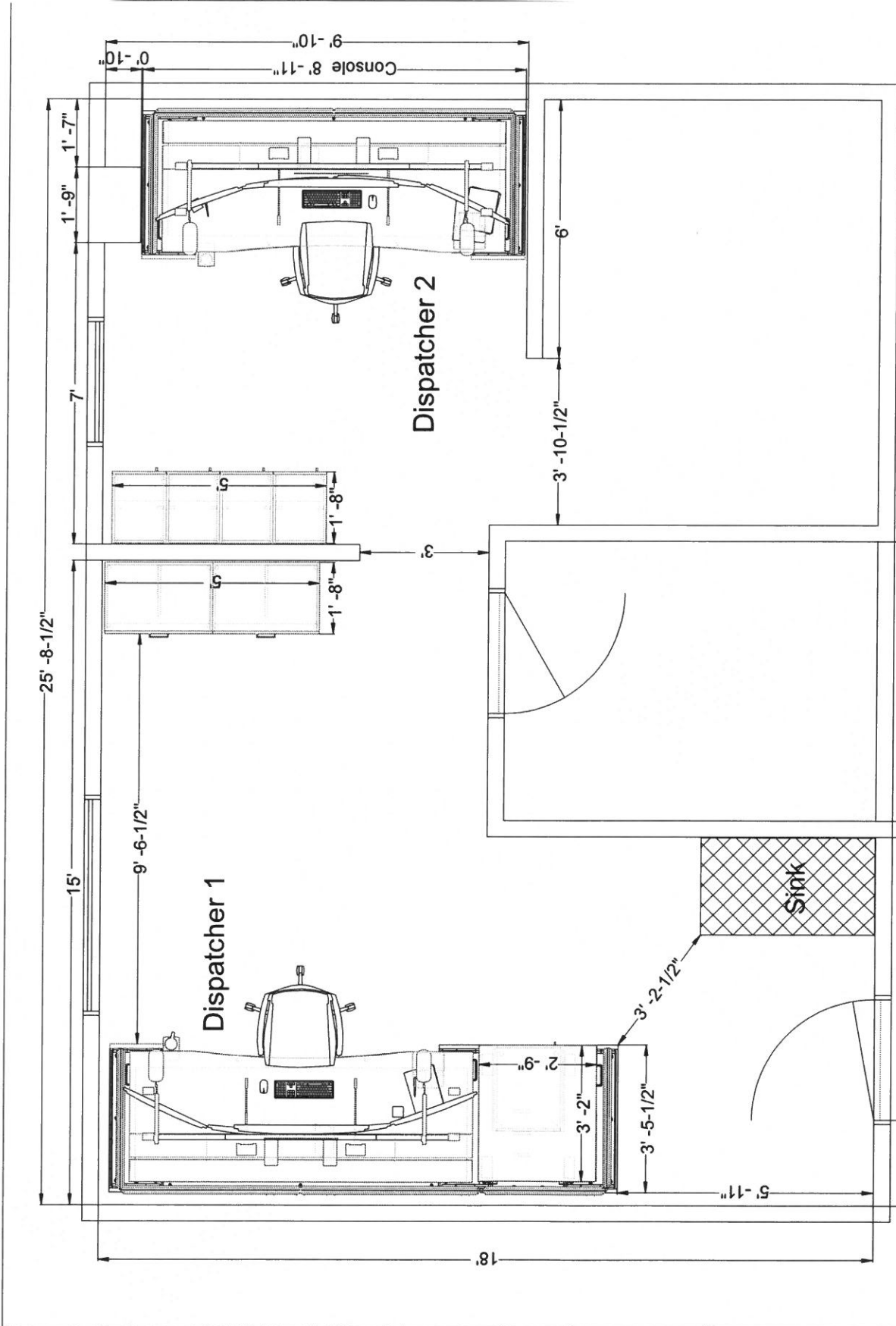
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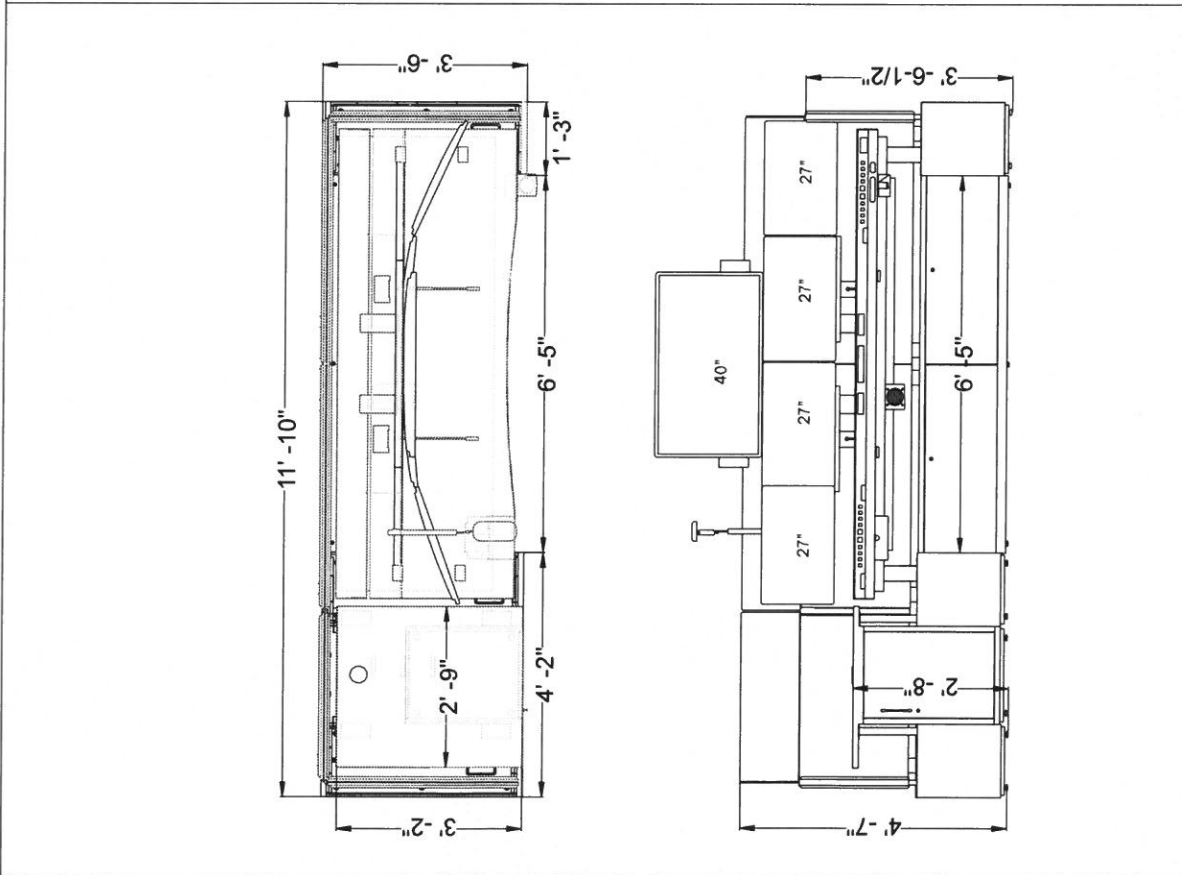
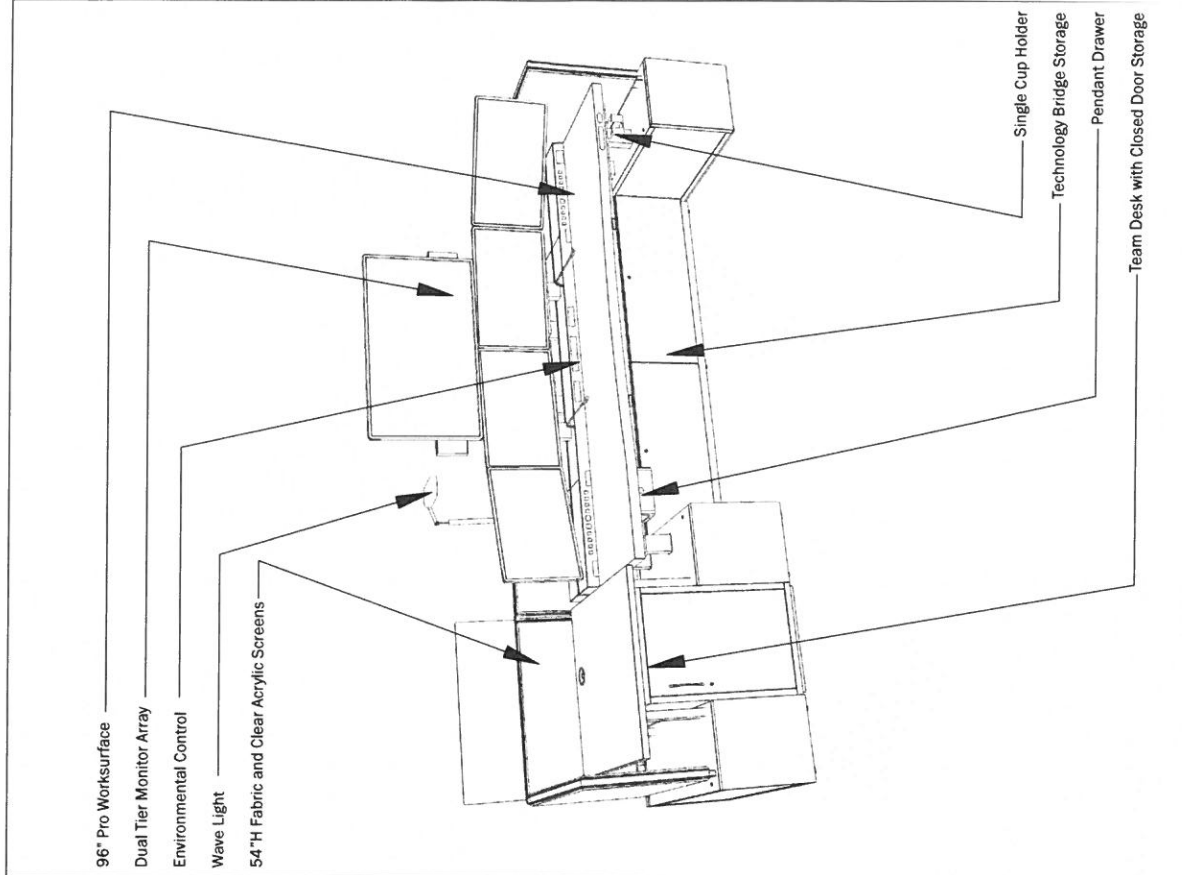
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Authorized Signature: _____

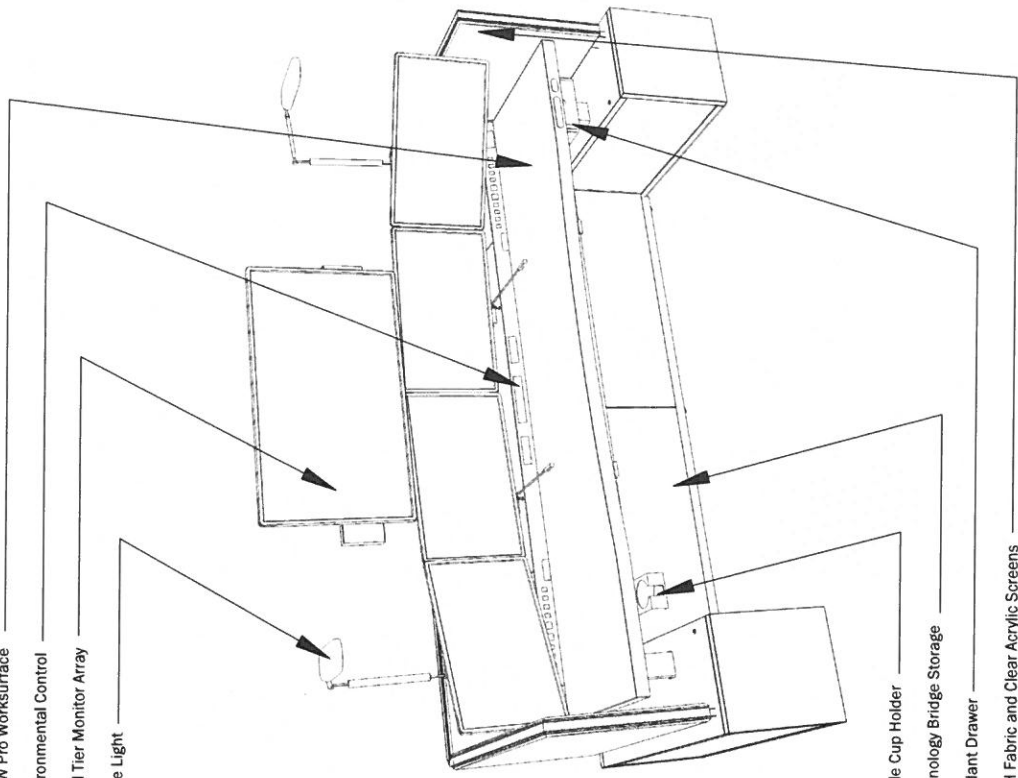
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(Per LA R.S. 38:2212 B. (5)(a)(b)(c) - See General Conditions Item #22, Page 4 of these bid specifications).

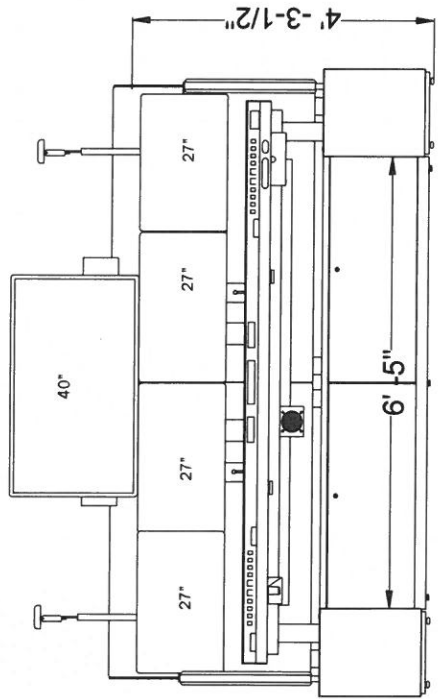
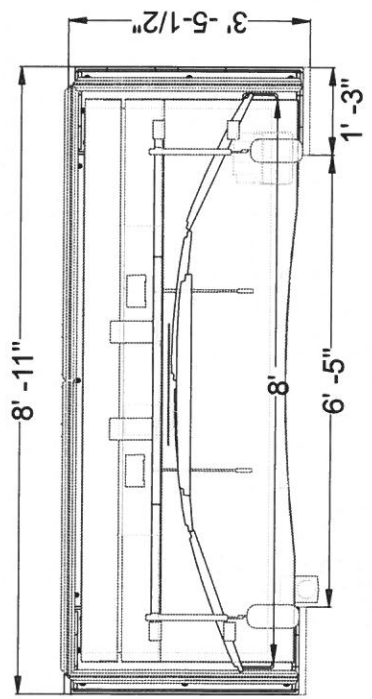




96" W Pro Worksurface
 Environmental Control
 Dual Tier Monitor Array
 Wave Light



Single Cup Holder
 Technology Bridge Storage
 Pendant Drawer
 54" H Fabric and Clear Acrylic Screens



96" W Pro Worksurface

Environmental Control

Dual Tier Monitor Array

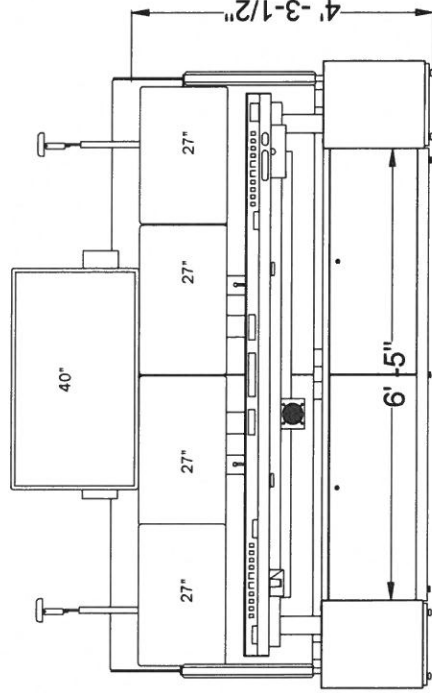
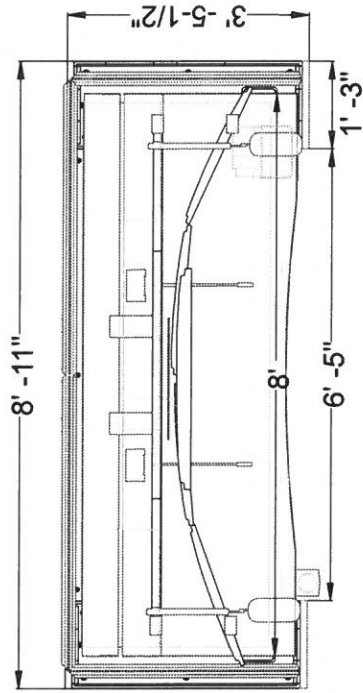
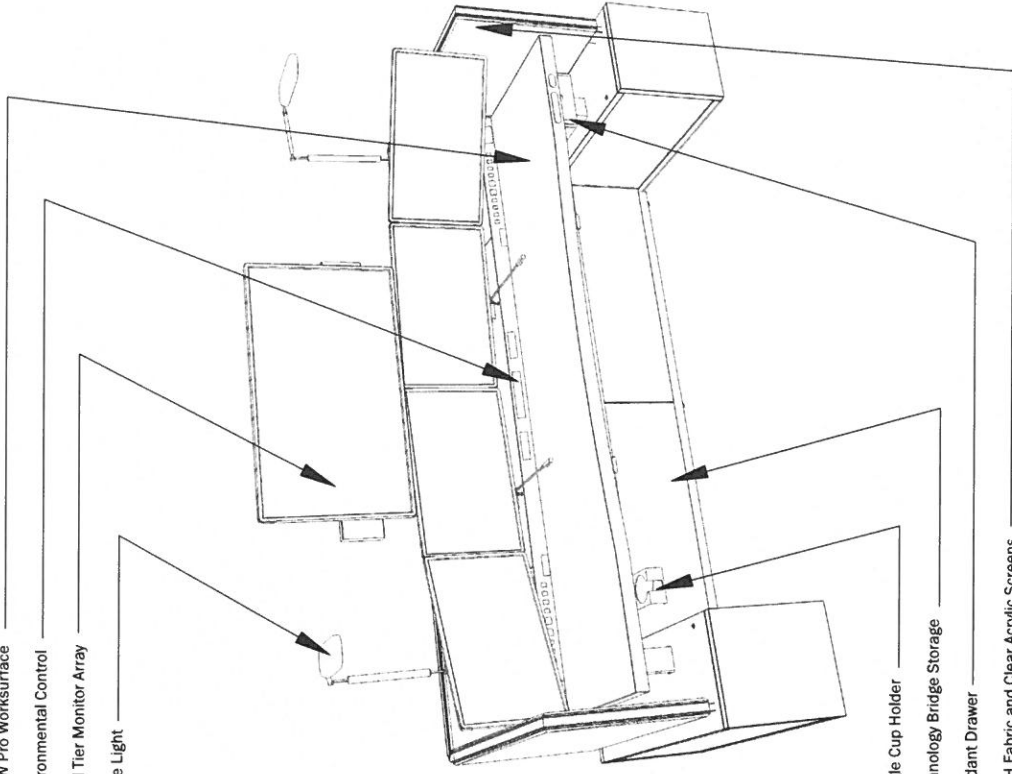
Wave Light

Single Cup Holder

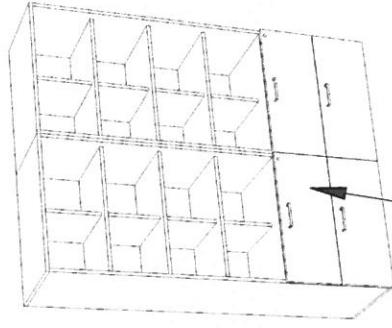
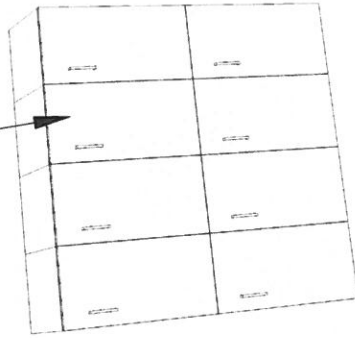
Technology Bridge Storage

Pendant Drawer

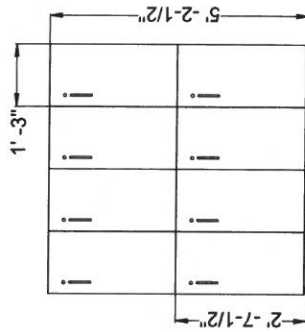
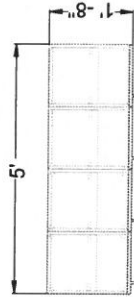
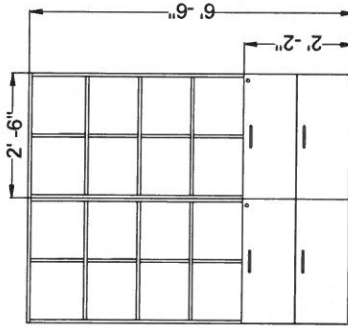
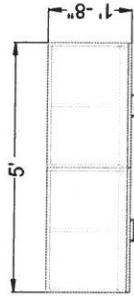
54" H Fabric and Clear Acrylic Screens



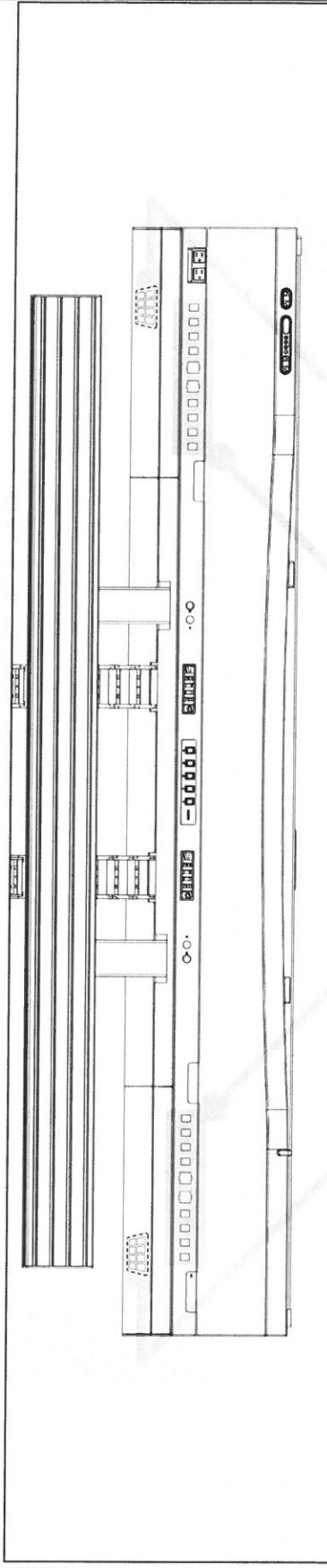
Zone Two Storage Locker



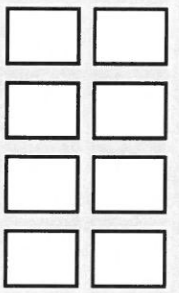
Zo Storage Bookcase (File / Open)



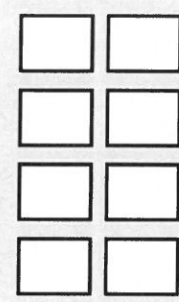
Mercury Pro All Positions



Left Rear Ports
Monitor data ports, speakers and/or video touchscreens.



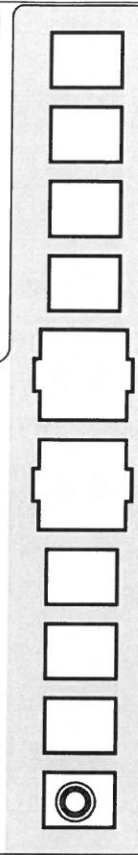
Right Rear Ports
Monitor data ports, speakers and/or video touchscreens.



Left User Data Ports
USB power available in large ports only.



Right User Data Ports
USB power available in large ports only.



Data Port Types

