

Bid Specification
Installation of Dispatch Consoles
for the City of Minneapolis MECC Back-up Facility Project
Event No.: 1450

ARTICLE I – GENERAL

1) General Information:

- a) The City of Minneapolis, Property Services Department (“Owner”) makes this Request for Bids in order to select a vendor to provide select furniture products (Furniture) for a new Minneapolis Emergency Communications Center (“MECC”) Back-up Facility.
- b) By submitting a bid, the Vendor agrees to provide the Furniture (selected by the Owner) at the discount rates identified in the Vendors’ Bid in accordance with the provisions contained herein.
- c) The successful Vendor will be awarded an initial three (3) year contract. The contract may be renewed at the expiration of the initial term at the request of the City. The City reserves the right to extend this contract for two (2) additional 12-month periods if agreeable to both parties.
- d) Contractor will be allowed labor rate adjustment upon changes in union contracts. Only hourly rates on this bid are subject to an adjustment based upon the actual wage and benefit increase granted on new union contracts. It is the responsibility of the Contractor to document and validate any other direct costs associated with wage increases in their request for any contract adjustment.
- e) Note: The Vendor is presumed to completely accept the solicitation requirements. The Vendor must raise any exception to the solicitation requirements no later than the date its bid is submitted and, preferably, sufficiently in advance of the submission date to permit resolution of the exception before the Bids are due. The timeliness, nature and number of exceptions taken by the Vendor are among the factors that the Owner may consider in selecting the successful Vendor.
- f) Any contract(s) resulting from this Request for Bid will not be an exclusive contract and the City reserves the right to hire other vendors, to perform similar work, and seek bids from other vendors.
- g) The City reserves the right to reject all or any part of any bid, waive informalities, and award the contract to the lowest responsive and responsible bidder(s) to best serve the interest of the City. Informality shall mean a minor defect or variation of a bid from the exact requirements of the Request for Bid which does not affect the price, quality, quantity, or delivery schedule for the goods, services or construction being procured.

- h) The quantities specified in this Contract are estimates only. They may not indicate the actual quantity which will be ordered, since such volume will depend upon requirements which develop during the Contract period. Quantities shown shall not be construed to represent any amount which the City shall be obligated to purchase under the Contract or relieve the Contractor of its obligation to fill all orders placed by the City.
 - i) The City of Minneapolis, Property Services Department, Project Manager: Jason Perius
 - i. jason.perius@minneapolismn.gov
 - ii. Phone: 612-704-6521
- 2) Project Description:**
- a) The MECC Back Up Facility Project is to provide a back-up dispatch facility to be used for 911 operations for the City of Minneapolis.
- 3) Reference Materials:**
- a) The Owner has developed documents that will help the Vendor develop a responsive bid. All of this information is provided in the following Articles and Exhibits.
- 4) Project Schedule:**
- a) Bid Issue Date: March 12, 2021
 - b) Questions Due by 3:00pm on March 22, 2021
 - c) Addendum Posted by March 24, 2021
 - d) Bid Due Date: March 26, 2021 by 2:30pm
 - e) Bids to be submitted to electronically on the City's eSupplier Portal.
- 5) Upon award and execution of the Contract, the successful bidder shall commence requested work within ten (10) calendar days following a letter to proceed from the City's Procurement Department.**
- 6) Furniture is to be on-site and installed no later than July 15th, 2021. In the Vendor's bid, please indicate whether this timeline can be met or not.**

ARTICLE II – SCOPE OF SERVICES - PRODUCT SPECIFICATIONS & PERFORMANCE STANDARDS

- 1) Overview / Summary:**
- a) The Scope of Services includes the procurement, delivery, and installation of 911 dispatch workstations suitable for continuous duty use within the new City of Minneapolis MECC Back-up Facility.
 - b) Workstations shall be designed to support 911 operations and will be referred to as consoles. Workstations shall consist of the following:
 - i. 911 Dispatch Workstation Consoles (Quantity of (12)).
 - c) Console workstations shall be configured as individual consoles with the potential for shared resources or CPU storage. (See 911 Back-Up Facility Floor Plan – Exhibit 1).

Console assemblies shall include (but are not limited to) height adjustable work surfaces consisting of monitor and keyboard surfaces, wire and cable management, comfort control system, enclosed CPU storage with powered ventilation, shared resource storage, and other features and attributes described herein.

- 2) **911 Back-up Facility Floor Plans:** An approved floor plan is provided (Exhibit 1). The plan shows the designated footprint of the consoles. Vendors have the flexibility to provide alternate layouts and workstation configurations provided all required conditions are met. The exact console configuration will be chosen with the successful Vendor selection.
- 3) **Proprietary Specifications:** The product specifications do not include any proprietary items, components, or devices which would preclude any manufacturer from producing solutions to meet the needs of the drawings and specifications.
- 4) **Reference Standards:**
 - a) American Society for Testing Materials (ASTM), E84 Standard Test Method for Surface Burning Characteristics of Building Materials
 - b) Underwriters Laboratories, Inc. (UL), Listing 1286 Office Furnishings
 - c) ADA Accessibility Guidelines for Buildings and Facilities (ADAAG)
 - d) ANSI/BIMA Furniture Emission Standards
- 5) **Warranty:** All products shall have a minimum of 10-year written non-prorated warranty agreeing to replace without charge all defective materials, workmanship, and/or installation. Removal and replacement of defective or non-conforming product or installation shall be accomplished in a manner to minimize disturbance to 911 operations. Manufacturer shall guarantee for a period of ten (10) years availability of components and finishes compatible with the original installation.
- 6) **Pre-Approved Vendors:**
 - a) Xybix Systems, Inc
 - b) Russ Bassett
 - c) Evans
 - d) Viking Acoustical Corporation

Requests from other qualified vendors not listed above, may be entertained. To request consideration as an "equal" vendor, a written request shall be submitted to the Buyer, Jasmine Ludwig at Jasmine.Ludwig@minneapolismn.gov no later than the question deadline of March 22, 2021.

- 7) **Basic Requirements:**
 - a) Each workstation console shall be designed and manufactured to meet the following requirements. Each workstation may be shared by different employees working shifts to sustain 24 hours/7-day continuous duty operations.
 - b) Products may require customization as specified herein.
 - c) Where possible, products shall meet the LEED Silver of Quality standards (non-certified).
 - d) Products shall be new and in current production – used, refurbished, shop work, ordemonstrator products are not acceptable.
 - e) If requested, provide certified test results for all required fire, life safety, environmental, acoustical, and structural requirements as specified herein, or

- required by building code officials having jurisdiction.
- f) Select Bidder will be required to provide maintenance date for all furniture components and accessories.
 - g) The Manufacturer shall provide all brackets, supports, hangers, clips, panel-supported miscellaneous hardware, as required items necessary to form a physically and visually completed assembly.

8) Owner Provided Equipment:

- a) Video Display Monitors: Assume (4) 20" flat panel displays for all dispatch positions with the potential to add (2) additional monitors for a total of six (6).
- b) Keyboards: Assume one (1) per workstation with the potential for two (2) total.
- c) Mice/Track Balls: Assume one (1) per workstation with the potential for two (2) total.
- d) CPU's: Assume one (1) high-power CPU per workstation.
- e) Phone: Assume one (1) phone handset

NOTE: The majority of the electronic equipment will be controlled via video switching or keyboard commands.

9) Console Construction:

- a) **Supports:** Workstation configuration to be supported by either steel or aluminum structural frames or steel structural bases.
- b) **Panel Surround:** Space below the work surface to be enclosed by removable painted steel (20-gauge) or painted polymer panels, and/or by a panel system with a maximum height of 42" AFF. Panel system shall consist of an open core structural metal frame and shall have acoustic absorption properties with removable fabric skins to allow for replacement of damaged skins. It is desirable for panel fabric content to be made of 100% recycled Polyester, meet GREENGUARD certification, and ASTM E-84.
- c) **Monitor Surface & Keyboard/Working Surface:** Each workstation shall include a monitor surface and an independent, yet integrated keyboard/working surface designed for use with the overall workstation assembly. Both surfaces are to be electronically adjustable for sit to stand end-user functionality. User knee space should be unobstructed beneath the Keyboard/Working Surface. As part of the proposal response, identify the load (weight) capacity of each surface platform.

Height adjustment range for the Keyboard/Working surface should lower to 25" and rise to approximately 47" with the monitor surface in juxtaposition at 30" to 52".

Platform shape should be designed to accommodate monitor requirements in a single height array and promote end user comfort and visual command. (The (2) potential additional monitors can be stacked vertically.)

- d) **Monitor Focal Depth Adjustment:** Monitor surface shall include a focal depth adjustment allowing users to move and set monitors in unison at a distance that best meet the needs of the user. The adjustment shall allow for a minimum of 9" of front to rear travel.

- e) **Surface Construction:** All monitor and work surfaces to be a minimum 45 pound

density wood composite core made with recycled and/or recovered wood fiber bonded with resin. Cores shall be compliant with GREENGUARD[®] and BIFMA standards for low emitting products. Work surfaces to be bonded with a high-pressure plastic laminate surface, balanced construction, high-pressure plastic laminate on the top and a laminate backer on the bottom with a 3mm radius edge band on the user edge. Finish options must be provided at time of selection and before award of the contract.

- f) **Lift System:** The lift systems for each workstation shall be smoothly and quietly controlled by push-button operation, electric motors. The lift system component shall be UL listed. Each leg of the lift station shall have its own independent motor and move in tandem with the other to maintain a level monitor and keyboard/working surface at all times while traveling and stopped. An electrical control mechanism which permits separate adjustment of the height for the keyboard surface from the monitor surface is desirable. The mechanism should also be able to be concealed as to not impede use or travel of the work surface. The proposal shall describe safety and design features built into the workstation lifting apparatus which are intended to protect against pinching, injuring or crushing body parts of the worker who may be operating the equipment.
- g) **CPU Storage:** CPU's shall be housed in a fully enclosed cabinet with integrated mechanical ventilation for cooling. CPU cabinet design should conserve overall SIC room floor space while maximizing the area for user work. Cabinets should support front or rear access based on final room layout.
- h) **Cable Management:** A suitable vertical riser if necessary, based on CPU storage integration, and horizontal cable management tray or cleat system shall be provided. The cable management system shall be designed to minimize the number of exposed wires on, under, or within the workstation furniture. Wire management should not obstruct or limit the raising or lowering of the work surface. The system shall be designed and installed to minimize the need to crimp cables or make 90-degree bends. Grommets shall have a 2" diameter and be finished to complement the adjacent visible surface.
- i) **AC Outlets:** Each workstation shall have a minimum of eight (8) duplex isolated ground, AC outlets split amongst four circuits. Placement and configuration to be determined after contract award and final console layout.
- j) **Comfort Management System:** Each workstation shall incorporate a comfort management system consisting of filtered, adjustable volume and direction forced air ventilation system and radiant heat panel in the knee space. Individual controls shall be provided for operation of the CMS from a single location at each workstation.
- k) **Task Lighting:** Each workstation shall have its own task lighting, mounted to the workstation on a flexible arm that rotates 360 degrees and provides 180-degree tilt for maximum user control. Light source shall be either a T8 3500K fluorescent rated for 20,000-hour lamp life with an Energy Star[®] rated electronic ballast, or LED light source with a clear lens. Fixture should feature a two-stage light control selection.

- l) **Under-Surface Storage Drawer:** Each workstation shall have one (1) under counter boxstorage drawer measuring approximately 22" deep x 15" wide x 6" high. Drawer should not be lockable. The drawer unit shall be finished in materials and colors to complementthe other workstation finishes.
 - m) **Headset Jacks:** Each console shall have (2) PJ-327 (Confirm) headset jacks on each side of the console. One is considered for operator and the other is for a supervisor. Headset Jacks will be installed by the City's Radio Shop.
 - n) **Resource Shelves:** Depending upon the final console prototype solution, provide resource shelving equivalent to 30" per console. Shelving can be shared between consoles either integrated or freestanding or located separately from consoles.
- 10) Optional Items:** The following items are optional and may or may not be acquired by the City of Minneapolis. Vendors are invited to quote optional items as enhancements to their base proposal.
- a) **Central Control Panel:** A central control panel which operates control of the function ofworkstation task lighting, CMS ventilation system and other electronic functions of the workstation may be quoted.
 - b) **Other, Non-Identified Items:** The vendor may quote as separate line items as additional items, services, products, or enhancements for consideration of the City of Minneapolis.

ARTICLE III – PROJECT/SITE INSTRUCTIONS

1) Delivery & Installation:

- a) The successful Bidder shall be responsible for receiving, handling, storage, delivery, and installation of all materials including warehousing necessary until completion of the installation, and shall bear all risks of loss, theft, or damage to all material until delivered to the building and accepted by the City of Minneapolis.
- b) A final delivery and installation schedule will be coordinated with the successfulrespondent.
- c) The City shall not accept pre-deliveries to the site.
- d) Payment of appropriate Prevailing Wage Rates will be required.
- e) All packaging materials must be removed from the site by the Vendor.

2) Use of Premises:

- a) Primary entrance to the site for deliveries shall be coordinated by the Vendor prior toarrival with City of Minneapolis Property Services Department

- b) Unloading space will be provided in the loading/unloading area. Specifics are to be coordinated with City staff prior to arrival.
- c) The successful Bidder shall confine his/her Goods and the operations of his/her work to limits indicated by law, ordinances, permits or directions of the City and shall not unreasonably encumber the premises with his/her materials.

3) Property Damage:

- a) The successful Bidder shall protect all finished building surfaces, including floors and walls from damage and shall repair any damage to the building or property caused by delivery or installation of furnishings.
- b) The successful Bidder shall be responsible for all claims against the manufacturer for manufacturing defects and against the carrier for any/all freight and/or damage.

4) Final Acceptance:

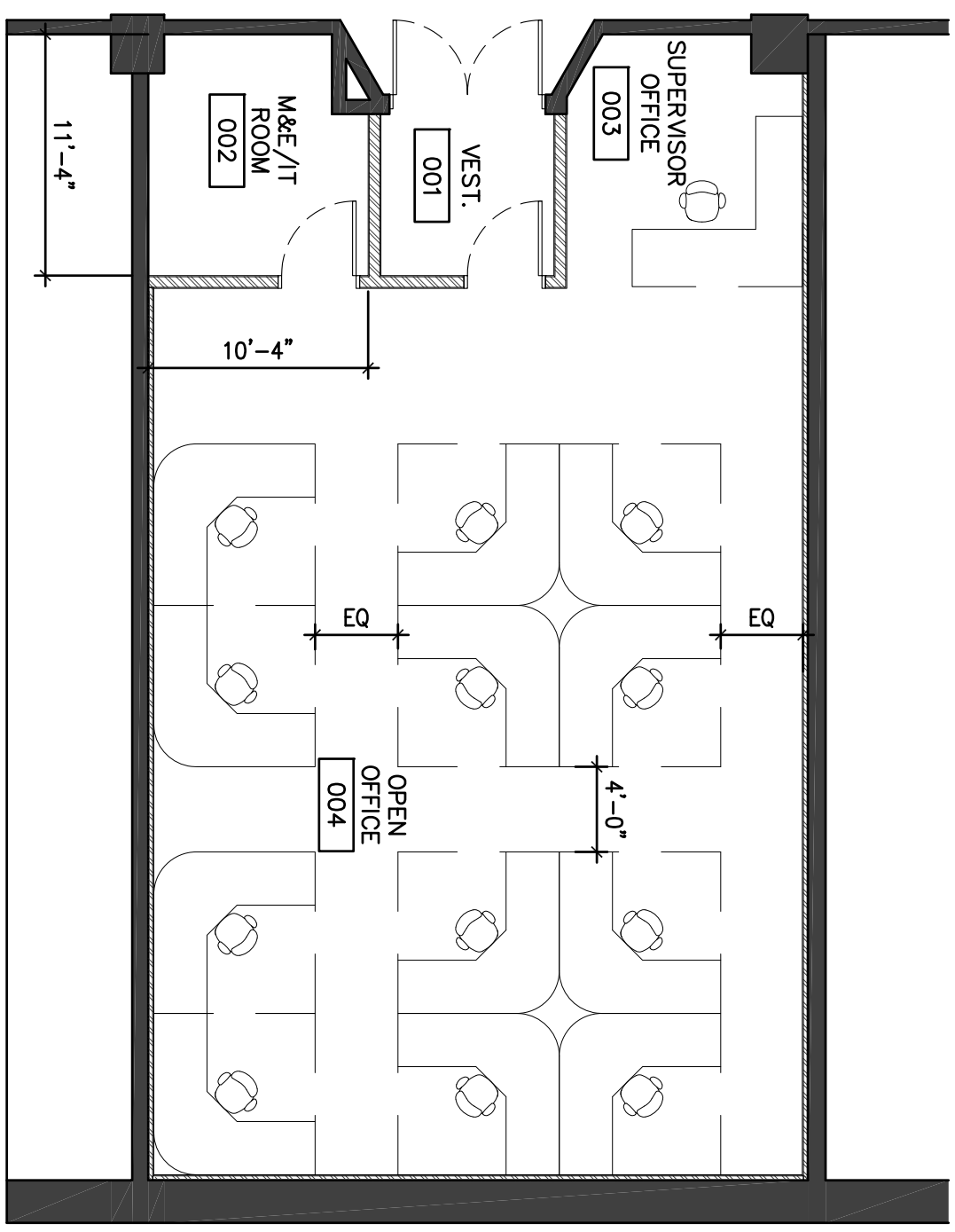
- a) The successful Bidder shall be present for a walk-through of the final installation with the Design Team for the purposes of creating a punch list.
- b) The successful Bidder shall prepare a schedule upon receipt of punch list, listing dates for the completion of corrective work and final acceptance.

ARTICLE IV – INVOICE AND PAYMENT

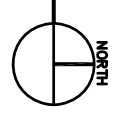
- 1) All work requested under this Contract shall be placed on a City issued Purchase Order.
- 2) Contractor shall make all reasonable efforts to submit invoices and documentation in an electronic format, such as PDF or other format compatible with City software capabilities, in lieu of paper invoices and documentation, when so requested by City.
- 3) Upon delivery and acceptance of the service, the Contractor shall submit an invoice detailing the appropriate charges.
- 4) Invoices shall be submitted to:
City of Minneapolis
P.O. Box 211208
Eagan, MN 55121
Email: submitinvoices@minneapolismn.gov
- 5) Upon receipt of invoice and final inspection and acceptance of the service, the City will render payment within thirty (30) days unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor shall provide complete cooperation during any such investigation.
- 6) The City will not pre-pay for service. All bills shall state the location and dates of service being billed.

All fees, taxes, charges, surcharges, and revenue payments are to be itemized.

- 7) No payment will be made for material stored off-site except in situations where payments may be considered by the City for materials which are stored in a secured area, to be verified by the City and where the Contractor maintains adequate insurance coverage protecting specific materials from loss.
- 8) Proof of insurance shall be supplied prior to payment for any materials stored off-site.



1
 FLOOR PLAN – ROOM L101D
 1/8" = 1'-0"



911 BACK-UP FACILITY PROJECT
 CONVENTION CENTER ROOM L101D
 1301 2ND AVENUE SOUTH
 MINNEAPOLIS, MN 55403

SHEET TITLE:
Prelim. Layout
 PHASE:
Design Dev
 DRAWN BY:
JBP
 DATE:
02/02/2021
 DRAWING NAME:
Prelim. Layout
 DRAWING SCALE:
1/8" = 1'-0"
 JOB NO.:
820F0000
 SHEET NO.:
A100