

REQUEST FOR BID

**Columbia County Sheriff's Department
911 Workstation Replacement Project**

April 22, 2022

Columbia County Sheriff's Department
711 East Cook Street
Portage, WI 53901
(608) 742-4166

911 Workstation Replacement Project

Bid Due:

Location: Columbia County Administration Building
County Clerk's Office
112 E Edgewater Street
Portage, WI 53901
Date: Tuesday, June 7, 2022
Time: 9:00 a.m.

Bid Opening:

Bids will be publicly opened and read.
Location: Columbia County Administration Building
Meeting Room 115
112 E Edgewater Street
Portage, WI 53901
Date: Tuesday, June 7, 2022
Time: 9:05 a.m.

Mandatory Pre-Bid Site Visit:

Location: E911 Communications Center
711 E Cook Street
Portage, WI 53901
Date: Week of May 23-27, 2022
Time: 10:00 a.m. to 2:00 p.m. (Call the number below to
setup a time during the week of May 23rd for the
pre-bid site visit. ***This is required in order to
submit a bid.***)

Contact:

Sergeant Elisabeth Schutz
Phone: (608) 742-4166, ext. 3617
E-mail: elisabeth.schutz@co.columbia.wi.us

Columbia County Sheriff's Department (County) hereby requests sealed bids for replacing existing 911 workstations located at 711 East Cook Street, Portage, WI.

Any person with disability requiring special accommodations must contact the County no later than (seven) 7 days prior to the bid opening or pre-bid meeting.

BID FORM

All bids shall be submitted on the County form provided herein and in a sealed envelope bearing on the outside; the name of the Bidder, the Bidder's address, and the project name (911 Workstations). Please provide three (3) copies.

Bid price shall remain in effect for sixty (60) days from the date and time of the bid opening. All bids received after the Bid Opening date listed above may be rejected.

County hereby notifies all bidders that it will affirmatively insure that all bidders will be afforded a full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration

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for an award of any contract entered into pursuant to this advertisement. Columbia County is an Equal Opportunity Employer.

Taxes: Pursuant to Wisconsin Statutes Section 77.54(9m), certain building materials and other eligible items may be purchased for this project by the County without the requirements to pay the regular sales or use tax. When permitted under Wisconsin Statutes Section 77.54(9m), the Bidder will exclude sales or use tax on building materials and other eligible items.

Bidders shall not be barred from working on County projects and shall not appear on the Sam.gov disbarment list.

The winning Bidder will be issued a purchase order from the County, within the timeframe proposed in accordance with the other terms and conditions of the Request for Bids.

County reserves the right to reject any or all bids and is not bound to accept any bid if that bid is contrary to the best interest of Columbia County. County will award the bid to the lowest responsible bidder.

General Specifications and Proposal Forms for the above-listed project may be obtained at Onvia DemandStar. Bidders must register to access free procurement documents and related information. Bidders may also obtain bid notices and documents through the Columbia County website. Bidders who do not have access to the Internet may contact Onvia or the Columbia County Accounting Department for assistance.

- **Onvia DemandStar**
 - National procurement information distribution system.
 - **Registration is FREE** in connection with the Wisconsin Association of Public Purchasers (WAPP): www.onvia.com/WAPP
 - Additional levels of subscription service covering local, state, regional, or national territories are available at various fee rates.
- **Registration assistance is available:**
 - Toll free: 1-800-331-5337; agencyervices@onvia.com

It is the responsibility of the Bidder to regularly monitor this Website. Properly registered Bidders can expect to receive automatic notification of solicitations for quotes, proposals, and bids by participating public purchasing entities. A bidder's failure to retrieve available, required procurement information and include the appropriate documentation and information in solicitation responses may result in disqualification.

Published by authority of the Columbia County Executive Committee.

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BID RECIPIENT (OWNER)

- 1.01** Bid is submitted to:
Columbia County
County Clerk's Office
112 E Edgewater Street
Portage, WI 53901
- 1.02** The undersigned BIDDER proposes and agrees, if this bid is accepted, to enter into a purchase order with OWNER, to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.
- 1.03** Columbia County Sheriff's Department staff will function as OWNER representative for this project.

BIDDER'S REPRESENTATIONS

- 2.01** In submitting this Bid, BIDDER represents;
BIDDER has examined and carefully studied the Bidding Documents, other related data identified in Bidding Documents, and the following addenda; receipt of all which is hereby acknowledged;
- _____
- 2.02** [Intentionally Omitted]
- 2.03** BIDDER acknowledges that the bid is for 911 workstations at the Columbia County Sheriff's Department.
- 2.04** **BIDDER ACKNOWLEDGES BID IS A UNIT PRICE CONTRACT** for completion of all work and minor alternatives for consideration of each owner identified bid item(s); within the depicted areas as specified in the bid documents.
- 2.05** **BIDDER SHALL BE RESPONSIBLE TO VERIFY THE PROJECT QUANTITY.** Quantities as presented or represented within the Bid Documents are included to provide the actual quantity of equipment to be provided. BIDDER shall verify and assure proper account of project scope prior to formation and submittal of unit pricing for the project. Change orders shall be NOT be allowed for BIDDER'S negligence or variance in based on "assumed" versus "actual" quantities required for the project.
- 2.06** BIDDER shall perform all work in a safe manner in full legal accordance with OSHA, Federal, State, County, Town, WDNR, and local rules and regulations.

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- 2.07** BIDDER accepts all of the terms and conditions of the Bid. This Bid will remain subject to acceptance for 60 days after the Bid Opening, or for such longer period of time that BIDDER may agree to in writing upon request of OWNER.
- 2.08** BIDDER is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work including, but not limited to;
- 2.08.1** Title VIII of the Federal Civil Rights Act of 1968 (as amended), and Wisconsin Statutes Section 106.50, and any subsequent relevant laws or amendments.
- 2.09** After BID has been submitted, BIDDER shall not assert that there was a misunderstanding concerning the quantities of equipment to be provided, or nature of project to be completed.
- 2.10** [Intentionally Omitted]
- 2.11** BIDDER is aware of the general nature of work to be performed by OWNER, the public, and others at the Site that relates to the Work as indicated in this Bid. BIDDER also represents that Work performed in accordance with this bid shall not interfere with OWNER or public's performance of work.
- 2.12** BIDDER has provided OWNER written notice of all conflicts, errors, or discrepancies that BIDDER has discovered. For any conflicts, errors, or discrepancies identified, the resolution provided by OWNER is acceptable to BIDDER.
- 2.13** BIDDER has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for this contract. Bid is genuine and not made in the interest or on behalf of any undisclosed entity and is not submitted in conformity with any collusive agreement. BIDDER has not induced or solicited any other BIDDER to submit a false or sham bid. BIDDER has not solicited or induced any entity to refrain from bidding.

BASIS OF THE BID

- 3.01** The executed purchase order will bind OWNER to make payment to the successful BIDDER as unit price payments based upon completion of the work. Payment shall be made by progress payment method based on actual quantity of work performed; determined as completion of the unit price item(s) contract amount and provided the work is completed in timely, professional, safe, efficient, consistent manner, acceptable to OWNER.
- 3.02** BID shall be inclusive of all labor, equipment, materials, overhead, supervision, fuel, taxes, insurance, benefits, profit and all other costs deemed necessary to fulfill requirements of the Work.
- 3.03** Work under this Bid shall be Finally Complete and ready for Owner's acceptance on the due date.

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- 3.04** BIDDER's obligations will be coordinated with OWNER and shall be performed independently and without assistance from the OWNER.
- 3.05** OWNER reserves the right to nullify the purchase order between OWNER and BIDDER in the event BIDDER is unable to fulfill its obligation, at OWNER's sole determination. Purchase order termination, if enacted, shall be effective immediately upon BIDDER'S receipt of written notice from OWNER.
- 3.06** BIDDER shall warrant all work performed by Bidder in relation to this purchase order for a period of one (1) year from Final Completion certification of project; unless otherwise specified within the Bid.
- 3.07** BID is a Unit Price for 911 workstations at the Columbia County Sheriff's Department. OWNER has the right to award single or multiple unit price item(s) at OWNER'S discretion.

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Bidder shall complete the work in accordance with the Contract Documents for the price(s) below.

OVERVIEW

It is the Columbia County Sheriff's Office intent to purchase three (3), ergonomically designed 911 dispatch workstations. The specifications listed have been developed for the primary function for a 24x7 emergency communications workstation. The performance criteria are required to accommodate a range of users and protentional users from the 5th percentile seated female to the 95th percentile standing male.

The supplier awarded the contract will have the follow responsibilities:

1. Removal of three (3) existing workstations
2. Installation of three (3) new workstations
3. Coordination with Customer for final design

PROJECT SPECIFICATIONS

- Sit-Stand Adjustable Height Workstations-Corner Style
- Must lower and rise to levels that accommodate levels of comfort and ability and conform to all rules of the ADA (Americans with Disabilities Act).
- Must be wide enough in design to accommodate multiple input devices such as keyboards, mice, radios, and writing surface on a level platform.
- Minimum of six (6) monitors per work station (24" Widescreen) must be able to be mounted on an adjustable mechanism that allows users to bring monitors closer or further away.
- Task Lighting at each position.
- Peninsula style between two (2) of the workstations.
- Storage for three (3) PC's.
- Storage cabinet three (3) total.
- Rotating Resource one (1) total, under surface mount at least 36" Wide, mounted under Peninsula.
- Floor plan and pictures included (Appendix A).
- Shipping or delivery charges should have a separate line quoted.

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Total equipment cost: \$ _____

Total shipping cost: \$ _____

Total bid amount: \$ _____

(bid amount in words)

Note: Any add-on options need to be listed separately and clearly specified with the cost.

Estimated delivery date: _____

Bid Submittal

BID is submitted by (BIDDER): _____

Name (typed or printed): _____

By (signature): _____

Address: _____

Phone number: _____

Email: _____

DOCUMENTS REQUIRED TO BE SUBMITTED WITH THE BID RESPONSE:

For any document or certification that does not apply to your business condition, write “Not Applicable”, sign, and return.

- Signed and completed County Bid Form (above)
- Company and staff project experiences on projects similar in nature (include contact references)
- Timeline for schedule of completing the work.

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PROJECT IDENTIFICATION

Work of the Contract shall be conducted in accordance with the following conditions:

- 4.01** The purpose of this project is for 911 workstations at the Columbia County Sheriff's Department. For the price quoted in relation to this project, BIDDER shall provide all labor, equipment, materials, taxes, overhead, fuel, subcontractors, and all other direct and indirect costs necessary in accordance with the Contract Documents.
- 4.02** BIDDER shall be solely, wholly, and completely responsible for the safety of all employee(s) working in connection with this project. Work shall conform to all safety related Statutes, rules, ordinances, and guidance whether at the federal, state, county, or local level.
- 4.03** BIDDER shall coordinate and procure all necessary permits, prior to initiating work on-site.
- 4.04** The work is generally described as 911 workstations at the Columbia County Sheriff's Department.

PROCEDURAL SPECIFICATIONS (BIDDER'S RESPONSIBILITIES)

- 5.01** Proceed expeditiously so as to complete all work in a reasonable timeframe. All areas opened during the daytime, shall be secured and protected during hours when the BIDDER is not working.
- 5.02** Maintain work areas in a safe, efficient, professional manner. Protect and store all work areas, equipment, materials, and tools in a secure, safe, protected area.
- 5.03** COVID-19 Protocols
 - 5.03.1** Any employee or worker experiencing COVID-like symptoms shall not be allowed to work at the Facility or on the project until such time as they are required to no longer quarantine and should follow all CDC guidelines.
 - 5.03.2** Owner will be held harmless for any delay of installation/construction due to the event of a COVID-19 outbreak within the facility.

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USE OF PREMISES (BIDDER'S RESPONSIBILITIES)

This is an active Facility. Staff and permitted public personnel frequent the work areas. BIDDER shall operate at all times with consideration for Facility operations and shall confine operations to the site of the proposed work.

- 6.01** Responsibility for the protection and safekeeping of manpower, equipment, and materials on or near the site will be entirely that of the BIDDER and no claim shall be made against the OWNER by reason of any act of an employer or trespasser. OWNER will hold BIDDER to the highest standards of conduct.
- 6.01.1** Appropriate conduct is required.
- 6.01.2** A criminal background check shall be required of all BIDDER personnel that access the Facility. BIDDER shall provide a minimum of three (3) working days advance notice to Facility prior to conducting work on site and shall continue working expeditiously and continuously for the duration of that specific activity.
- 6.01.3** BIDDER shall not leave any work area, tools, chemicals, supplies, etc. unattended.
- 6.02** Any Facility damage caused by BIDDER shall be repaired to pre-existing condition at BIDDER's expense.
- 6.03** Further, should any occasion arise necessitating access by the OWNER to the site, BIDDER shall accommodate the request expeditiously.
- 6.04** No materials or equipment shall be placed on the property of OWNER until the OWNER has agreed to the location contemplated to be used. The intent of this project is the rapid completion of all work; therefore, excessive storage of materials at the site shall not occur.
- 6.04.1** Upon completion of the project, all excess material shall be removed from the site and properly disposed of at the cost of the BIDDER.
- 6.04.2** [Intentionally omitted]
- 6.05** BIDDER shall be solely responsible for obtaining any additional work area, storage sites, or additional access to the site which may be required for proper completion of the work; at BIDDER'S exclusive cost.
- 6.06** BIDDER shall be solely responsible to maintain the structural and security integrity of any/all adjacent utilities, structures, or public spaces and take whatever means are necessary to protect same.
- 6.06.1** Fixtures or areas removed or destroyed shall be repaired and replaced to satisfaction of the OWNER.

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SCHEDULING (BIDDER'S RESPONSIBILITIES)

Become familiar with all items of the project requiring coordination and plan the work to ensure safe, orderly progress and completion from the beginning of activity through the project close-out period, within the Contract time.

- 7.01** Schedule the work to minimize inconvenience and impact to the OWNER and adjacent property owners.
- 7.02** Once project has started, BIDDER shall continue unimpeded, expeditiously, continuously and in a consistent manner in order to complete the project in the utmost timeframe and without detrimental collateral damage to either the existing buildings or their surroundings.
- 7.03** Coordinate closely with Facility staff, providing at least three (3) working days' notice prior to the time when work will be required.
- 7.04** Minimize obstructions and impact to Facility activity.
- 7.05** Coordinate activity with the OWNER to minimize disruption at the site.
- 7.06** Provide testing and inspection services where required by Contract Documents.
- 7.07** Schedule and coordinate the work of all trades (including; but not limited to, other contractors, subcontractors, utilities, disposal locations, suppliers, etc.) under this Contract.
- 7.08** No project work shall be initiated until notified by COUNTY via the purchase order.

HOUSEKEEPING (BIDDER'S RESPONSIBILITIES)

Clean and protect site work in progress and adjoining work on a continual basis in order to keep project neat, orderly, and in a safe condition at all times.

- 8.01** [Intentionally Omitted]
- 8.02** [Intentionally Omitted]
- 8.03** [Intentionally Omitted]
- 8.04** [Intentionally Omitted]
- 8.05** [Intentionally Omitted]

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INDUSTRY STANDARDS (BIDDER'S RESPONSIBILITIES)

- 9.01** Remove and replace workers responsible for non-complying work and/or workmanship.
- 9.02** Remove and replace work that does not comply with workmanship standards as specified and as recognized in the industry for applications indicated.
- 9.03** Remove and replace other work damaged or deteriorated by faulty workmanship.
- 9.04** Conduct work during conditions of temperature, humidity, exposure, forecasted weather, and status of project completion that will ensure the best possible results for each unit of work.
- 9.05** Provide adequate supervision, labor, equipment, materials, and expertise in order to complete work timely, safe, effective, and efficiently for the duration of the project.
- 9.06** [Intentionally Omitted]
- 9.07** Persons performing work at the site shall be skilled and knowledgeable in methods and craftsmanship needed to produce the required quality level for work completed in a safe, efficient, effective manner.
- 9.08** Comply with Federal Project and Employment Standards and Requirements; including but not limited to, National Environmental Policy Act of 1969, Affirmative Action Requirements (EO 11246), Equal Opportunity Clause (41 CFR 60-4), Disclosure of Lobbying Activities (31 U.S.C. 1352), and Conflict of Interest (18 U.S.C. § 208).

STATUTORY GUIDANCE ON BONDING AND PROJECT PAYMENTS

- 10.01** [Intentionally Omitted]
- 10.02** [Intentionally Omitted]
- 10.03** [Intentionally Omitted]
- 10.04** [Intentionally Omitted]

End of Document