



City of Milton

P.O. Box 909, MILTON, FL 32572

Phone: (850) 983-5438 ∞ Fax: (850) 983-5415

MEMORANDUM

TO: Interested Parties
FROM: Diane Ebentheuer, Purchasing Officer
RE: ITB2021.04 Dispatch Desks, Cabinet, and Partitions for Police Department
DATE: 04/07/2021

Notice is hereby given that the City of Milton will receive sealed bids for ITB2021.04 Dispatch Desks, Cabinet, and Partitions for Police Department. The bid documents contain the necessary information for preparing and submitting your bid for this effort.

Bid information is available on the City's web page at <https://MiltonFL.org/322/Purchasing>. There you may also register thru VendorRegistry.com (there is no charge to join); and/or thru BidNetDirect.com/florida/city-of-milton (there is no charge to join.)

All bidders must review the Scope of Services and Project Description as described in this document to ensure their ability to perform as indicated.

The deadline for submitting your sealed bid is:

Wednesday, May 5, 2021 at 2:00 p.m., (CST)

Delivered: City of Milton, 6738 Dixon Street, Milton, Florida, 32570

Mailed: City of Milton, P.O. Box 909, Milton, FL 32572

Questions should be submitted in writing and directed to the Purchasing Department at (850) 983-5438; or by e-mail to Purchasing@MyMiltonFlorida.com by Wednesday, April 28, 2021 at 2:00 p.m. Answers will be posted by Friday, April 30, 2021 at 2:00 p.m. (CST)

Interpretations of the bid, clarification of specifications, and requirement or changes to the bid which have a material effect will be documented and communicated to bidders only by written addendum posted on the City web page, Bid Net Direct, and Vendor Registry. All bidders are responsible for checking for any addendums that may be issued, and to obtain such addendums.

Diane Ebentheuer

Diane Ebentheuer, Purchasing Officer

INSTRUCTIONS FOR BIDS

ITB 2021.04 Dispatch Desks, Cabinet, and Partitions for Police Department

I. Deadlines/Dates:

- Invitation to Bid Published: 04/07/2021
- Questions Deadline: Wednesday, April 28, 2021 @ 2:00 p.m. (CST)
- Answers Posted by: Friday, April 30, 2021 @ 2:00 p.m. (CST)
- Bids Due: **Wednesday, May 5, 2021 @ 2:00 p.m. (CST)**

II. Contact Information:

Contact: Diane Ebentheuer, Purchasing Officer
Phone: (850) 983-5438
Email: Purchasing@MyMiltonFlorida.com

III. Bids Must be Complete and Include:

1. Bidders Declaration (page 3-4)
2. Bid Form (page 5)
3. Public Entity Crime Form F.S. 287.133(3)(A) (*City Website*)
4. Drug-Free Workplace Form F.S. 287.087 (*City Website*)
5. Non-Collusion Affidavit (*City Website*)
6. Conflict of Interest Disclosure Form (*City Website*)

City Website address: <https://MiltonFL.org/322/Purchasing>

IV. Copies: Please provide one (1) original, and two (2) copies of your bid. Faxed or emailed proposals are **not** accepted.

V. Sealed bids can be mailed to:

City of Milton
Purchasing Department
P. O. Box 909
Milton, FL 32572

or delivered to:

City of Milton
Purchasing Department
6738 Dixon Street
Milton, FL 32570

Bids must be sealed and marked:

To: CITY OF MILTON

VENDOR Name: _____

SEALED BID * DO NOT OPEN

Sealed ITB#: 2021.04

ITB Title: Dispatch Desks, Cabinet, & Partitions for Police Dept.

DUE DATE/TIME: May 5, 2021



BIDDER'S DECLARATION

ITB 2021.04 Dispatch Desks, Cabinet, and Partitions for Police Department

The firm/bidder understands, agrees, and warrants:

1. These items apply to and become a part of the terms and conditions of the bid submitted. Any exceptions must be in writing.
2. All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and to award the bid in part or in any manner deemed to be in the best interest of the City.
3. That the City of Milton reserves the right to reject any or all proposals and to accept that proposal which will, in its opinion, best serve the public interest. The City of Milton reserves the right to waive any technicalities and formalities in the proposal process.
4. The City of Milton is exempt from sales tax.
5. Contractors are responsible for any sales tax on purchases for the project.
6. The City of Milton will receive sealed bids from interested parties at its offices located at City Hall, Milton, Florida. Any bid received after the bid deadline will **not** be considered.
7. Bids will be publicly opened and read at the City of Milton, City Hall on the day and at the hour specified.
8. The City of Milton may consider as non-responsive, any bid in which there is an alteration of, or departure from the proposal form hereto attached.
9. The bid will be awarded to the lowest most responsive reliable firm complying with the conditions of the bid. The firm to whom award is made will be notified as soon as possible. The City of Milton reserves the right to reject the bid of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.
10. Interested Parties shall submit all required forms and information simultaneously with sealed bid. Forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to opening of bids.
11. Additional Quantities: For a period not exceeding twelve (12) months from the day of the solicitation opening, the right is reserved to purchase any number of additional items at the prices offered in this solicitation. If additional quantities are not acceptable, the bid form shall be noted "offer is for specified quantity only."
12. **NOTE:** Unless stated on the bid form, the bid submitted will assume all specifications will be met. Please note all exceptions on the bid form.
13. The successful bidder will be required to submit additional forms, which are available on the City's website at <https://MiltonFL.org/322/Purchasing> at the bottom of the page.
 - Certificate of Non-Discrimination
 - W-9 Taxpayer Identification Number
 - Vendor Application
 - Certificates for Liability, Vehicle, and Worker's Comp Insurance.
(City is to be named as additional insured.) Limitations are listed online.
 - Prompt Payment Affidavit

14. That they have carefully read and fully understand the full scope of the specifications.
15. That they have the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
16. All bidders are responsible for checking for any addendums that may be issued. Addendums are posted on the City web page, Bid Net Direct, and Vendor Registry.
17. That they have Liability Insurance, and/or Vehicle and Workers Comp Insurance – if required. (A declaration of insurance form must be provided before any work will begin.)
18. (Service Contracts Only) Pursuant to Florida Statute 119, the contractor must follow all public records law. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850)983-5402, DNobles@MiltonFL.org OR P.O. BOX 909, MILTON, FL 32572.** A contractor who fails to provide the public records to the City within a reasonable time may also be subject to penalties under Florida Statute 119.10.
19. That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to bid opening but may not be withdrawn after such date and time.
20. That by submission of this bid the firm acknowledges that the City of Milton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the firm.
21. If a partnership, a general partner must sign. If a corporation, the authorized corporate officer(s) must sign, and the corporate seal must be affixed to this bid.
22. Recommendations are posted on city web page via agendas prior to award.
23. Any protests are handled per the City’s Purchasing Policy and F.S. 120.57(3).

BIDDER: _____

Company Name

Address/City/Zip

Phone _____	Email _____
Contact Name _____	Title _____
Company Representative <u>Signature</u> _____	Date _____

BID FORM

ITB 2021.04 Dispatch Desks, Cabinet, and Partitions for Police Department

Total Bid Amount \$ _____

2-Monitor brackets that are located at Cabinet are attached how?

on Partition or, **to cabinet.**

Additional Items:

- Warranty is included in total Bid Amount (attach Warranty)**
- Delivery & Installation are included in total Bid Amount**
- Sketch Diagram of layout of desks and cabinet (attach sketch)**
- Pictures and specifications of desks, cabinet, and panels (attach)**

Acknowledgement of Addendums: _____ **(list numbers or N/A)**

Additional Costs, Special Exceptions, Notes or Comments:

Prices are valid for 60 days from time of opening.

The undersigned agrees to the above terms and conditions.

BIDDER: _____

Company Name

Address/City/Zip

Phone

Email

Contact Name

Title

Company Representative Signature

Date

*******Below to be filled out by the City of Milton*******

Accepted by City of Milton

Date

Approved by City Council _____, 20____.

PURPOSE, SCOPE OF WORK, AND QUALIFICATIONS
ITB 2021.04 Dispatch Desks, Cabinet, and Partitions for Police Department

A. GENERAL INFORMATION:

The City is seeking a vendor to provide a total of two (2) new Custom Police Dispatch Desk Console Positions within a 17foot length area. Refer to the Room Layout document (Exhibit A) associated with this ITB.

B. PROJECT BACKGROUND & PURPOSE:

The technical dispatch furniture system procured through this ITB shall be constructed of durable materials that have been proven for durability in the 24-hour use environment of a Police dispatch center. Monitor and keyboard platforms must be electronically height adjustable to permit safe, ergonomic usage by multiple users. Standard office furniture will not be acceptable in this installation. The furniture proposed shall be expected to meet all appropriate industry standards, such as those established under the ADA, ANSI, ASTM, and UL, as well as any applicable regulatory standards.

Public Safety Communication Centers pose unique challenges and demands. Unlike in an office environment, personnel are required to manage multiple monitors and additional ancillary rack mount electronics. Additionally, Emergency Communications Consoles are utilized 24 hours per day/7 days per week by different employees with different physical sizes and needs. It must be recognized that this user environment will receive at least five times the use of typical office furniture each year. With this in mind, only console furniture specifically designed and engineered for Emergency Communication Centers will be acceptable. Office furniture systems will not be considered. Console should meet ADA guidelines and requirements.

Electrical wiring must be concealed to prevent accidental contact or disconnection through both vertical and horizontal cable management.

Project will **exclude the below items:**

- Monitors
- Chairs
- CPU consoles and accessories
- Printers

C. DESCRIPTION OF Desks, cabinet, and partitions and associated hardware specifications:

- 2 (Two) Electric Corner Sit/Stand Dispatch Desks (as depicted in Exhibit B or similar)
 - Must be able to support electronics for 4 monitors, 2 keyboards, 2 mouse work areas, and have room to write.
 - Monitor supports must be able to be angled/ tilted.
 - Must have corner fillers on both corners.
 - CPU Storage under desk.
 - Desk surface of 36 Depth x 78 length (approximately) Fit in a 17foot length area.
 - Durable work surface.
 - Adjustable height between standing and sitting to meet or exceed anticipated federal ergonomic requirements.

- Vertical adjustment is to the extent that a dispatcher can comfortably operate equipment from any position ranging from fully seated to fully standing.
- 10year Warranty Minimum
- 1 (One) free standing computer/file cabinet,
 - To fill in space between dispatch desks (within the 17foot length area)
 - Must have storage area for two CPUs.
 - Must support weight of two monitors.
 - The two Monitors may be attached to the cabinet or the panel. Please specify on bid page.
 - Must match design of desks.
- Fabric panels
 - Have wiring channels, or support wiring harnesses to prevent loose cables.
 - Behind desks on three walls.
 - Height shall be from floor to above monitors when in lowered position.
 - All mounting equipment/brackets must be included.
- Delivery included.
- Installation included.

D. INSURANCE REQUIREMENTS:

Contractor shall obtain and maintain the minimum insurance coverage set forth below. By requiring such minimum insurance, the City of Milton shall not be deemed or construed to have assessed the risk that may be applicable to the Contractor. Contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. Contractor is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

Contractor shall carry the following limits of liability as required below: Dollar amounts may change in accordance with the event or project. Events may include Food and liquor liability.

1. Commercial General Liability - ISO CG 001 Form or equivalent.

General Aggregate	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Each Occurrence Limit	\$1,000,000
Personal/advertising Injury	\$1,000,000
Fire Damage (Any One Fire)	\$50,000
Medical Payments (Any One Person)	\$5,000

2. Automobile Liability

Bodily Injury/Property Damage	\$1,000,000 each accident
Personal Injury Protection (PIP)	Statutory

3. Workers' Compensation

Coverage A (Workers' Compensation)	Statutory
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Coverage B (Employers Liability):

➤ Each Accident	\$100,000
➤ Disease-Each Employee	\$500,000
➤ Disease-Policy Limit	\$100,000

E. RESOURCES: - See attached

(Exhibit A- Room Layout Document)

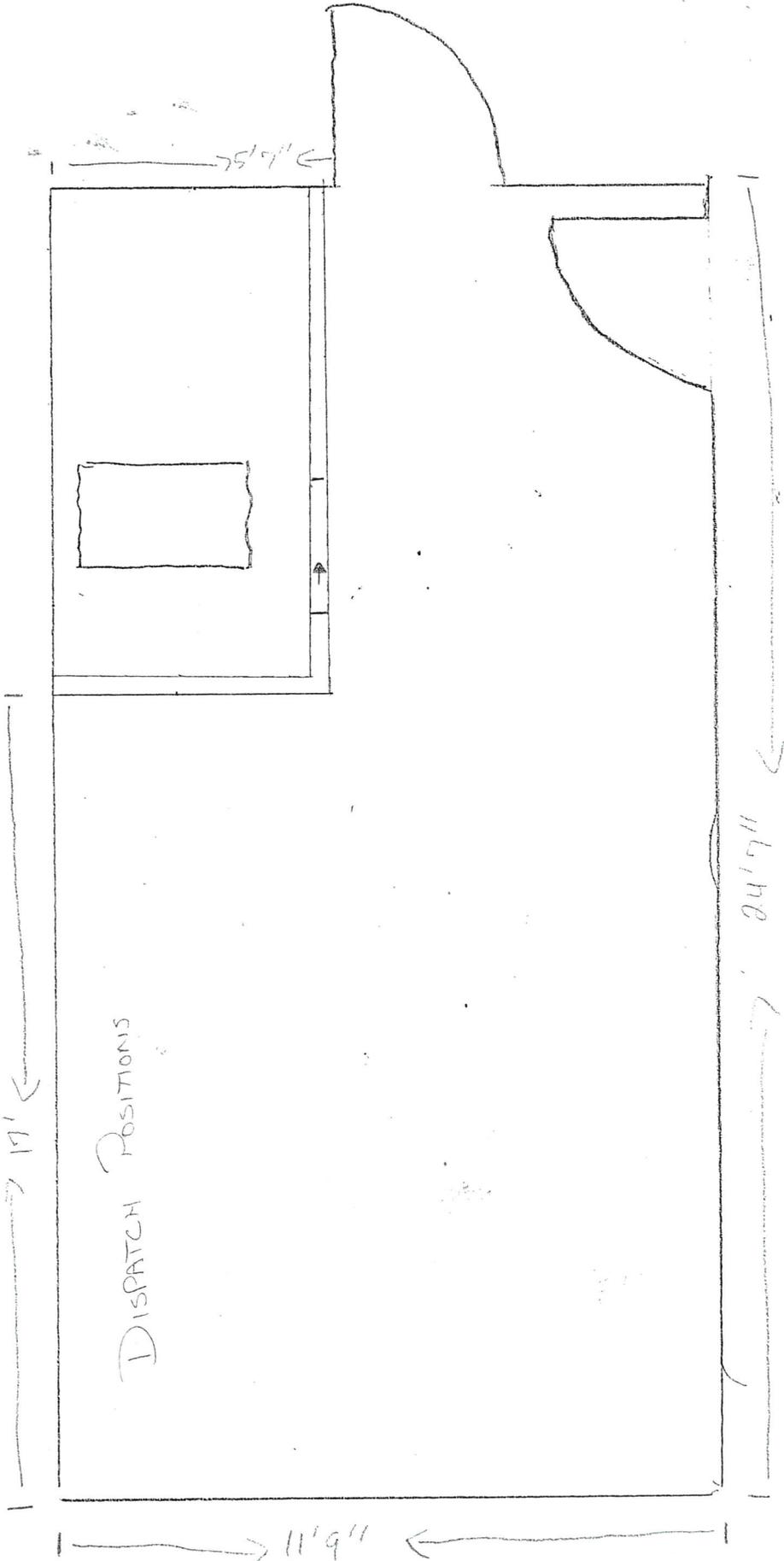
(Exhibit B- Sketch based on Specifications)

F. MODIFICATIONS:

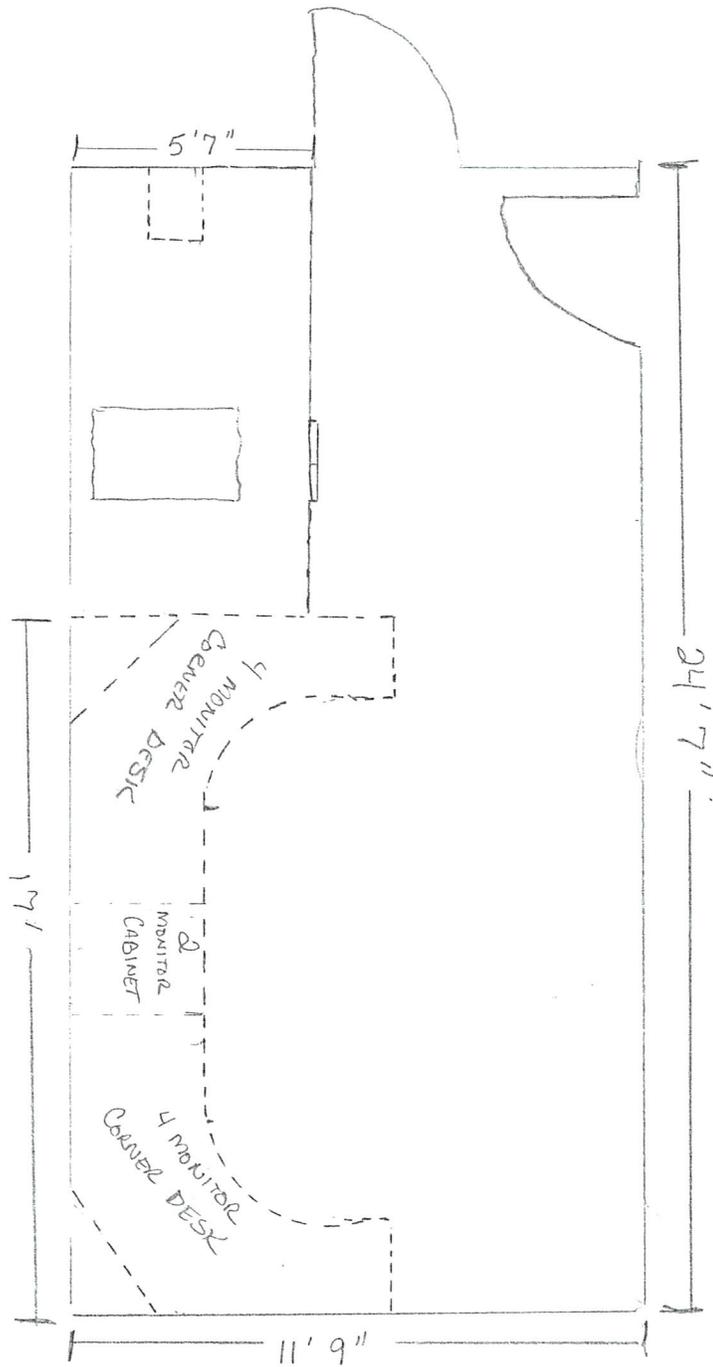
Modifications to provisions of this contract shall only be valid when they have been rendered in writing and duly signed by both parties. The Parties agree to negotiate this contract if stated revisions of any applicable laws, regulations or increases/decreases in allocations make changes this this contract necessary.

G. TERMINATION:

This contract may be terminated by either party upon no less than thirty (30) calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Said notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery. In the event of termination, the vendor will be paid for all costs incurred and hours worked up to the time of termination.



Room layout Document



Sketch Based on Specifications