



COLLIN COUNTY

Dispatch Console Furniture RFP 2017-169

**Sara Hoglund, CPPB
Jack Hatchell Administration Building
2300 Bloomdale Road, Ste. 3160
McKinney, TX 75071**

**(P) 972-548-4104 (F) 972-548-4694
shoglund@collincountytexas.gov**

Collin County exclusively uses IonWave Technologies, Inc. ([Collin County eBid](#)) for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means.

LEGAL NOTICE

By order of the Commissioners' Court of Collin County, Texas, sealed proposals will be received by the Purchasing Agent, located at: 2300 Bloomdale Drive, Suite 3160, McKinney, TX 75071, until **2:00 P.M., May 11, 2017**, for competitive proposals for **Dispatch Console Furniture, IFB No. 2017-169**. **A pre-proposal conference will be held on Tuesday, April 25, 2017 at 2:00 p.m.** located at the Collin County Sheriff's Office 4300 Community Blvd, McKinney, TX 75071. Proposers should submit unit pricing. Funds for payment have been provided through Collin County budget approved by the Commissioners' Court for this fiscal year only. Proposals may obtain detailed specifications and other documents at Office of the Purchasing Agent: Collin County Administration Building, Purchasing Department, 2300 Bloomdale Drive, Suite 3160, McKinney, TX 75071, 972-548-4165, or by going to: <https://collincountytexas.com>. Sealed proposals will be opened on **Thursday, May 11, 2017, at 2:00 P.M.** by the Purchasing Agent, located at the Collin County Administration Building, Purchasing Department, 2300 Bloomdale Drive, Suite 3160, McKinney, TX 75071. The Commissioners' Court reserves the right to reject any and all proposals.

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ATTENTION: CLASSIFIEDS
BILL TO: ACCOUNT NO 06100315-00
COMMISSIONERS' COURT

NOTICE TO PUBLISHERS: Please publish in your issue on **Thursday, April 13, 2017** and **Thursday, April 20, 2017**. A copy of this notice and the publishers' affidavit must accompany the invoice when presented for payment.

NEWSPAPER: Plano Star Courier
DATE: April 10, 2017
FAX: 972-529-1684

Collin County, Texas

Bid Information

Bid Owner Sara Hoglund, CPPB Asst.
Purchasing Agent
Email shoglund@co.collin.tx.us
Phone (972) 548 4104
Fax (972) 548 4694

Bid Number 2017-169
Title Dispatch Console Furniture
Bid Type RFP
Issue Date 04/11/2017
Close Date 5/11/2017 02:00:00 PM (CT)

Contact Information

Address 2300 Bloomdale Rd.
Ste. 3160
McKinney, TX 75071
Contact Sara Hoglund, CPPB Asst.
Purchasing Agent
Department Purchasing
Building Admin. Building
Floor/Room Ste.3160
Telephone (972) 548 4104
Fax (972) 548 4694
Email shoglund@co.collin.tx.us

Ship to Information

Address 4300 Community Ave.
McKinney, TX 75071
Contact
Department Sheriff's Office
Building Sheriff's Office
Floor/Room
Telephone
Fax
Email

Supplier Information

Company Name _____
Contact Name _____
Address _____

Telephone _____
Fax _____
Email _____

Supplier Notes

The undersigned hereby certifies the foregoing proposal submitted by the company listed below hereinafter called "offeror" is the duly authorized agent of said company and the person signing said proposal has been duly authorized to execute same. Offeror affirms that they are duly authorized to execute this contract; this company; corporation, firm, partnership or individual has not prepared this proposal in collusion with any other offeror or other person or persons engaged in the same line of business; and that the contents of this proposal as to prices, terms and conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Signature _____ Date ____ / ____ / ____

Bid Notes

Bid Activities

Date	Name	Description
4/25/2017 02:00 PM (CT)	Pre-Proposal Conference	A pre-proposal conference is scheduled for April 25, 2017 at 2:00 PM in at the Collin County Sheriff's Office located at 4300 Community Blvd, McKinney, TX 75071. Please enter the lobby on the right side and wait in reception area. All firms intending to submit a proposal are requested to attend. Each proposer will be responsible for visiting the site of the proposed work, becoming acquainted with the existing conditions relating to the work, and becoming informed as to the facilities involved, and the physical conditions affecting the performance of the contract.
5/5/2017 05:00 PM (CT)	Intent to Bid	

Bid Messages

Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

Line	Filename	Description
Header	Legal_Notice_.doc	Legal Notice
Header	General Instructions_Proposals.docx	General Instructions_Proposals
Header	Terms of Contract_Proposals.docx	Terms of Contract - Proposals
Header	Insurance.doc	Insurance
Header	Collin County Dispatch Furniture RFP 3-29-17 sh.docx	Specifications
Header	Bid Document.pdf	Bid Document (To be submitted only if submitting manual proposal)
Header	Information Regarding Conflict of Interest Questionnaire.docx	Information regarding conflict of Interest Questionnaire
Header	CIQ_113015.pdf	Conflict of Interest Questionnaire
Header	W9_2014.pdf	W-9

Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	What length of time has your company and/or the manufacturer of your proposed furniture system been in business		_____ (Required)
2	Where is your furniture manufactured?		_____ (Optional)
3	Who will install proposed furniture system? Where are they located?		_____ (Required)
4	Provide a complete description of your Warranty and Repair Program.	For what length of time is the product under warranty and what components are covered? How are repair services acquired and at what cost to the County.	_____ (Required)
5	Does your proposed furniture offer forced air heating, yes or no?		_____ (Required)
6	All information requested must be provided for the proposal to be valid.		_____ (Required)
7	The Proposer has or will visit the site and is familiar with the local conditions under which work is to be performed.		_____ (Required)
8	Delivery	Delivery will be F.O.B. inside delivery at Collin County designated locations and all transportation charges are to be paid by the supplier to destination. Please state delivery in calendar days from date of order.	_____ (Required)
9	Exceptions	Do you take exceptions to the specifications. If so, by separate attachment, please state your exceptions. Valid Responses: [Please Select], Yes, No	_____ (Required)

- 10 Insurance I understand that the insurance requirements of this solicitation are required and a certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract. _____ (Required)
- Please initial.
- 11 Subcontractors State the business name of all subcontractors and the type of work they will be performing under this contract. _____ (Required)
- If you are fully qualified to self-perform the entire contract, please respond with "Not Applicable-Self Perform".
- 12 Reference No. 1 List a company or governmental agency where these same/like products /services, as stated herein, have been provided. _____ (Required)
- Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.
- 13 Reference No. 2 List a company or governmental agency where these same/like products /services, as stated herein, have been provided. _____ (Required)
- Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.
- 14 Reference No. 3 List a company or governmental agency where these same/like products /services, as stated herein, have been provided. _____ (Required)
- Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.
- 15 Cooperative Contracts As permitted under Title 8, Chapter 271, Subchapter F, Section 271.101 and 271.102 V.T.C.A. and Title 7, Chapter 791, Subchapter C, Section 791.025, V.T.C.A., other local governmental entities may wish to also participate under the same terms and conditions contained in this contract. Each entity wishing to participate must enter into an inter-local agreement with Collin County and have prior authorization from vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the local governmental entity requiring supplies/services. Collin County shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by these entities. Each entity reserves the right to determine their participation in this contract. _____ (Required)
- Would bidder be willing to allow other local governmental entities to participate in this contract, if awarded, under the same terms and conditions?
- Valid Responses: [Please Select], Yes, No

- 16 Preferential Treatment _____ (Required)
- The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A).
1. Is your principal place of business in the State of Texas?
2. If your principal place of business is not in Texas, in which State is your principal place of business?
3. If your principal place of business is not in Texas, does your state favor resident bidders (bidders in your state) by some dollar increment or percentage?
4. If your state favors resident bidders, state by what dollar amount or percentage.
- 17 Debarment Certification _____ (Required)
- I certify that neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations.
- Please initial.
- 18 Immigration and Reform Act _____ (Required)
- I declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.
- I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable by Collin County.
- Please initial.
- 19 Disclosure of Certain Relationships _____ (Required)
- Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor.
- By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.
- Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.
- Please initial.

20 Disclosure of Interested Parties

Section 2252.908 of the Texas Government Code requires _____ (Required)
a business entity entering into certain contracts with a
governmental entity to file with the governmental entity a
disclosure of interested parties at the time the business
entity submits the signed contract to the governmental
entity. Section 2252.908 requires the disclosure form
(Form 1295) to be signed by the authorized agent of the
contracting business entity, acknowledging that the
disclosure is made under oath and under penalty of
perjury. Section 2252.908 applies only to a contract that
requires an action or vote by the governing body of the
governmental entity before the contract may be signed or
has a value of at least \$1 million. Section 2252.908
provides definitions of certain terms occurring in the
section.

Section 2252.908 applies only to a contract entered into on
or after January 1, 2016.

Please initial.

21 Proposer Acknowledgement

Proposer acknowledges, understands the specifications, _____ (Required)
any and all addenda, and agrees to the proposal terms
and conditions and can provide the minimum requirements
stated herein. Offeror acknowledges they have read the
document in its entirety, visited the site, performed
investigations and verifications as deemed necessary, is
familiar with local conditions under which work is to be
performed and will be responsible for any and all errors in
Proposal submittal resulting from Proposer's failure to do
so. Proposer acknowledges the prices submitted in this
Proposal have been carefully reviewed and are submitted
as correct and final. If Proposal is accepted, vendor
further certifies and agrees to furnish any and all
products/services upon which prices are extended at the
price submitted, and upon conditions in the specifications
of the Request for Proposal.

Please initial.

22 Notification Survey

In order to better serve our offerors, the Collin County _____ (Required)
Purchasing Department is conducting the following survey.
We appreciate your time and effort expended to submit
your bid. Should you have any questions or require more
information please call (972) 548-4165.

How did you receive notice of this request?

Valid Responses: [Please Select], Plano Star Courier, Plan
Room, Collin County eBid Notification, Collin County
Website, Other

Line Items

#	Qty	UOM	Description	Response
1	3	each	Furniture Only - Provide cost per position 9-1-1 Call Take positions, per each position	\$ _____ (Required) Price
Supplier Notes: _____ _____				
2	3	each	Installation Only - Provide cost per position 9-1-1 Call Take positions, per each position	\$ _____ (Required) Price
Supplier Notes: _____ _____				
3	4	each	Furniture Only - Provide cost per position, Radio Dispatch Position, per each position.	\$ _____ (Required) Price
Supplier Notes: _____ _____				
4	4	each	Installation Only - Provide cost per position, Radio Dispatch Position, per each position.	\$ _____ (Required) Price
Supplier Notes: _____ _____				
5	1	each	Furniture Only - Provide cost per position, Dispatch Supervisor Position (1)	\$ _____ (Required) Price
Supplier Notes: _____ _____				
6	1	each	Installation Only - Provide cost per position, Dispatch Supervisor Position (1)	\$ _____ (Required) Price
Supplier Notes: _____ _____				

7 1 each Optional Console Furniture Equipment - Include installation in price

\$ _____
(Required)
Price

Supplier Notes: _____

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Cost for 24" - 30" Wide Work Surface Dividers - Qty 2		\$ _____ (Optional)
2	Cost for 6'6" long x 2'0" deep Printer Table - Qty 1		\$ _____ (Optional)
3	Cost for 8'0" long x 1'9" deep Coffee Table - Qty 1		\$ _____ (Optional)
4	Cost for 36" Diameter Storage System, on Casters (each)		\$ _____ (Optional)
5	Cost for Lateral File Cabinet - Two Drawer (each)		\$ _____ (Optional)
6	Cost for Lateral File Cabinet - Four Drawer (each)		\$ _____ (Optional)
7	Installed cost for Pole Lamps, including Controller		\$ _____ (Optional)

8 1 each Additional Optional Items

\$ _____
(Required)
Unit Price

Supplier Notes: _____

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Non-adjustable wrist rest - each		\$ _____ (Optional)
2	Adjustable writ rest - each		\$ _____ (Optional)
3	Adjustable foot rest - each		\$ _____ (Optional)
4	Drawer Pedastal - each		\$ _____ (Optional)
5	4-6 position strips under display surface, cost for 2		\$ _____ (Optional)
6	Pass through USB 4-Port Panel - each		\$ _____ (Optional)

7 CPU Cavity fans w/air filters - each

\$ _____
(Optional)

1.0 GENERAL INSTRUCTIONS

1.0.1 Definitions

1.0.1.1 Offeror: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Vendor/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by an Offeror.

1.0.1.4 RFP: refers to Request for Proposal.

1.0.1.5 CSP: refers to Competitive Sealed Proposal

1.1 If Offeror does not wish to submit an offer at this time, please submit a No Bid.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses ionWave Technologies, Inc. (Collin County eBid) for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A submittal may not be withdrawn or canceled by the offeror prior to the ninety-first (91st) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Proposals/Submittals for any or all products and/or services covered in a Request For Proposal (RFP) and Competitive Sealed Proposal (CSP), and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All RFP's and CSP's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the RFP/CSP number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. RFP's and CSP's may be submitted in electronic format via Collin County eBid.

1.9 All Request for Proposals (RFP) and Competitive Sealed Proposals (CSP) submitted electronically via Collin County eBid shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the RFP and/or CSP.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Request for Proposals (RFP) and Competitive Sealed Proposals (CSP) submitted in hard copy paper form. RFP's, and CSP's received in the Collin County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the RFP/CSP, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to a Request for Proposal or Competitive Sealed Proposal and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via Collin County eBid.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the RFP/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **Collin County eBid** <https://collincountytexas.ionwave.net/>, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Offeror's receipt of any addenda issued. Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.17 Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Offeror shall state these exceptions in the section provided in the RFP/CSP or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.18 Minimum Standards for Responsible Prospective Offerors: A prospective Offeror must meet the following minimum requirements:

1.18.1 have adequate financial resources, or the ability to obtain such resources as required;

1.18.2 be able to comply with the required or proposed delivery/completion schedule;

1.18.3 have a satisfactory record of performance;

1.18.4 have a satisfactory record of integrity and ethics;

1.18.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Offeror's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with its preparation of a RFP/CSP submittal.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Offeror shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

2.0 TERMS OF CONTRACT

2.1 A proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 Expenses for Enforcement. In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.

2.11 If a contract, resulting from a Collin County RFP/CSP is for the execution of a public work, the following shall apply:

2.11.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of

\$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.11.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.12 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.

2.13 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.

2.14 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.

2.15 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the proposal price. All components required to render the item complete, installed and operational shall be included in the total proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

2.16 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.

2.17 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.

2.18 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:

2.18.1 Collin County Purchase Order Number;

2.18.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;

2.18.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.

2.19 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.

- 2.20 All warranties shall be stated as required in the Uniform Commercial Code.
- 2.21 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- 2.22 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- 2.23 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.
- 2.24 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.
- 2.25 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.
- 2.26 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.
- 2.27 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.
- 2.28 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.
- 2.29 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County's Sheriff's Office prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.
- 2.30 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

2.31 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

2.32 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Offeror certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of proposal submission and time of award, the Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.33 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

2.34 Delays and Extensions of Time when applicable:

2.34.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect/Engineer may determine.

2.34.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

2.35 Disclosure of Certain Relationships: Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

2.36 Disclosure of Interested Parties: Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

NOTE: All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual RFP/CSP Solicitation documents as Special Terms, Conditions and Specifications.

3.0 INSURANCE REQUIREMENTS

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 **Commercial General Liability** insurance including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Coverage must be written on occurrence form.

- Each Occurrence: \$1,000,000
- Personal Injury & Adv. Injury: \$1,000,000
- Products/Completed Operation Aggregate: \$2,000,000
- General Aggregate: \$2,000,000

3.1.2 **Workers Compensation** insurance as required by the laws of Texas, and Employers' Liability.

Employers' Liability

- Liability, Each Accident: \$500,000
- Disease-Each Employee: \$500,000
- Disease – Policy Limit: \$500,000

3.1.3 **Commercial Automobile Liability** insurance which includes any automobile (owned, non-owned, and hired vehicles) used in connection with the contract.

- Combined Single Limit – Each Accident: \$1,000,000

3.2 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.2.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be provided for General Liability, Commercial Automobile Liability, and Workers' Compensation.

3.2.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.2.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.2.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

3.2.5 All copies of Certificates of Insurance shall reference the project/contract number.

3.3 All insurance shall be purchased from an insurance company that meets the following requirements:

3.3.1 A financial rating of A-VII or higher as assigned by the BEST Rating Company or equivalent.

3.4 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

3.4.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.4.2 Sets forth the notice of cancellation or termination to Collin County.

4.0	EVALUATION CRITERIA AND FACTORS
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- 4.1 The award of the contract shall be made to the responsible offeror, whose proposal is determined to be the best evaluated offer taking into consideration the relative importance of price and other factors set forth in the Request For Proposal.

The Evaluation Committee will review all proposals received by the Opening date and time as part of a documented evaluation process. For each decision point in the process, the County will evaluate contractors according to specific criteria and will elevate a certain number of contractors to compete against each other. The proposals will be evaluated on the criteria listed below.

The County will use a competitive process based upon "selection levels." The County recognizes that if a contractor fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining contractors or to elevate a contractor that was not elevated before. The selection levels are described in the following sections.

Level 1 - Conformance with Mandatory Technical Requirements

Criteria assessed during Level 1:

The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Those offerors who do not meet all the requirements for the RFP may, at the discretion of the County, be contacted to submit the missing information within two business days. Incomplete or noncompliant RFPs may be disqualified.

Proposals which are not in accordance with the terms and conditions of this RFP will not be considered for evaluation or award.

All information requested must be provided for the proposal to be valid.

All Proposers must complete the entire "Vendor Response Document", Section 8 in order to be considered. The RFP is structured to elicit substantive responses to each question or statement of requirement. Exceptions to any items must be clearly stated and described in detail in each response. For all exceptions, state the nature of the exception and any alternative recommendation, which you believe will meet the intent of the County.

Level 2 – Detailed Proposal Assessment

The Evaluation Committee will conduct a detailed assessment of all proposals elevated to this Level. Criteria evaluated in Level 2:

Description	Points
Turnkey pricing for all furniture and installation services (8.6)	40
Furniture System that complies with Section 6 & 7 of this RFP (8.2)	20
Aesthetic and ergonomic suitability (8.3)	20
Vendor reference checks, financial stability, warranty terms, and maintenance guarantees (8.4)	10
Furniture System design that complies with the County's desired space plan (8.5)	10

5.0 SPECIAL TERMS AND CONDITIONS

5.1 BACKGROUND INFORMATION

Collin County, Texas (the County) is planning to replace the furniture at the existing four (4) Radio Dispatch Positions, and add a complete Supervisor Position (Radio, CAD & 9-1-1) along with three (3) new Call Take Positions, for a total of eight (8) new console furniture positions.

A proposed overall Dispatch Center floor plan is provided in Section 7.0 of this document to facilitate your design of the proposed furniture systems. These drawings indicate the County's preferred console layout. The console furniture shown is intended to represent a conceptual County furniture position and does not represent any particular manufacturer's furniture system. It will be the proposer's responsibility, following contract award, to verify all dimensions and door openings necessary to fit/install the proposed furniture.

As part of developing the new Center, the County has acquired a new 700 MHz, Phase II Trunked Radio System. The vendor for this new system is Motorola. As part of the system implementation schedule, it is planned to install the new Radio Dispatch Consoles in the new furniture located in the new Dispatch Center across the hallway from the existing Dispatch Center.

Collin County has engaged the services of Black & Veatch to help prepare the specifications, participate in the evaluation and project manage the installation of this RFP.

- 5.2 Term: Provide for a contract commencing on the date of the award until completion.
- 5.3 Pre-Proposal Conference: A pre-proposal conference is scheduled for April 25, 2017 at 2:00 PM in at the Collin County Sheriff's Office located at 4300 Community Blvd, McKinney, TX 75071. Please enter the lobby on the right side and wait in reception area. All firms intending to submit a proposal are requested to attend. Each proposer will be responsible for visiting the site of the proposed work, becoming acquainted with the existing conditions relating to the work, and becoming informed as to the facilities involved, and the physical conditions affecting the performance of the contract.
- 5.4 Funding: Funds for payment have been provided through the County budgetary process. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that arise past the end of the current Collin County fiscal year shall be subject to budget approval.
- 5.5 Price Reduction: If during the life of the contract, the contractor's net prices to other customers under the same terms and conditions for items/services awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to Collin County.
- 5.6 Delivery/Setup/Installation Location: Locations for delivery and installation will be stated on the Collin County Purchase Order(s). Delivery shall include assembly, setup and installation and shall be included in proposal. Below is the address for work to be completed.
- 5.7 Testing: Testing may be performed at the request of Collin County, by an agent so designated, without expense to Collin County.
- 5.8 Samples/Demos: When requested, samples/demos shall be furnished free of expense to Collin County.
- 5.9 Background Check: All Contractor employees that will be working on site shall pass a criminal background check performed by Collin County before any work may be performed. The selected offeror shall be provided the required documents to submit required information for background checks.
- 5.10 Approximate Value: The estimated value of this contract is \$135,000. Approximate value does not constitute an order.
- 5.11 Confidential or Proprietary Information. Proposers shall identify those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and shall provide the County with justification as to why such materials should not be disclosed by the County. The County will make every reasonable effort to honor such requests. Proposers must clearly indicate each and every section to which this applies. It is not sufficient to preface the entire proposal with a proprietary statement.
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5.12 SPECIAL INSTRUCTIONS

The furniture for all dispatch positions will be installed in the new area by the furniture vendor. The cutover plan from the old dispatch area to the new dispatch area will then be to replace only one radio position at a time. This is necessary to keep a good level of service within the Center.

As part of the overall construction of the new Dispatch Center, a raised computer flooring system will be installed. Following contract award, you will be required to develop and provide a scale floor plan showing the flooring vendor exactly where floor cutouts must be placed to accommodate bringing data cables up from under the floor and allowing your AC power cords to drop down to be plugged into under floor power outlets. The cutouts will be “V” shaped on the edge of the floor tiles 3” wide and the flooring vendor will provide soft plastic or rubber grommets around the cutout to protect cables from damage caused by rough edges of the cutouts.

5.13 PROJECT GOALS

The County desires to have a highly reliable and ergonomically designed console furniture system, which can meet the needs of today and be robust enough to support future requirements, without replacing the system infrastructure. The new furniture will be required to support LED Flat Panel Display based Radio Consoles, Computer Aided Dispatch System Workstations, and a PC Workstation based E9-1-1 system, combined with the telephone and Instant Recall Recording equipment necessary to handle incoming calls for service. The selected provider will be expected to work with the County’s Public Safety Personnel to develop fabric and work surface finish materials.

Therefore, the County desires to acquire services and equipment from a provider who can offer a furniture system with growth capability in both size and functionality. Also desired is a system which is ergonomically designed to provide the best possible working conditions for Call Takers and Dispatchers, as well as offering reasonably local and prompt response to any required repair services.

Please carefully review the balance of this Request for Proposal (RFP) document to assure your complete understanding of the requirements and requests for service, equipment and the overall future system. Any questions pertaining to information contained herein will be answered at the pre-proposal conference.

6.0 CONSOLE FURNITURE CONSTRUCTION

6.1 GENERAL CONSIDERATIONS

The console system must be provided from standard, previously manufactured items that have the capability of being adding to or re-configuring at a later date. Vendor must be able to offer customer a wide variety of fabric colors for sound absorption panels and laminate finishes for

lifting surfaces for selection at a later date. Fabric and laminate materials must conform to the specifications provided within this RFP.

All workstation equipment shall conform to the specifications of *ANSI/HFS 100-2007, "American National Standard for Human Factors Engineering of Visual Display Terminal Workstations to include Standing Height Range"*. All workstation equipment shall support the requirements and intent of the Americans with Disabilities Act regarding wheelchair access. Any expenses after installation to rectify deficiencies shall be borne by the vendor..

6.2 ACOUSTIC CONSOLE PANEL SYSTEMS

Panel heights, which make up the system, should be available in heights from 30" to 78" dependent on location within the system. Panels must be non-structural and not support the furniture. Panels should be covered with high-density fireproof sound absorbing subsurface above 30" on the operator side and full height on the outside. Sound absorption must meet or exceed $NRC = .60$ and higher ratings are preferred. The manufacturer of the sound absorption material used in your panels should be capable of advising you of the NRC rating of the provided material. Subsurface should be covered with 100% polyester Teflon-like coated fabric and all fasteners completely concealed. Fabric finish should have an abrasion finish meeting ASTM D-3597 and MVPTS-198 standards. The fabric shall be treated to repel stains. The proposer, as part of their response, shall describe all acoustic suppression materials used on which surfaces and shall identify said materials in the submitted drawings.

Fabric flammability requirements should meet ASTM E-84 (Tunnel Test) Class A or Class 1, and also meet or exceed California Technical Bulletin 117 Section E (SC-191-53). The system must be constructed of durable materials, which will stand up to the 24-hour use environment of an Emergency Communications Center and intended to provide a service life in excess of ten (10) years.

6.3 ERGONOMICS

The console system must provide keyboard platforms with adjustable height integrated with screen display platforms, which are individually adjustable in height electronically. It is preferable for keyboard/screen display platforms and adjacent work surfaces to be designed as one continuous curved surface, which will lift all components simultaneously. The power lift platform must have ability to move/support **a minimum 300 lb customer equipment load** and lifting capacity, with uneven load distribution. The platform must be a fully supported, continuous work surface. Platform surfaces, which are designed to be "pieced together" components in the field, are not acceptable. Total system lift capacity will depend on the weight of your proposed furniture work surfaces. Preferable adjustment capability is: minimum of 25" to a minimum of 53" in height for the screen display platform.

The keyboard(s) and mouse space will require a minimum of a 36" wide keyboard support platform, preferably with a 9° positive to 15° negative tilt for the platform. It is desired that a single control be used for adjusting both the height and tilt of the keyboard platform.

The outside corners of the keyboard support platform shall be rounded and protected with the same type of molding as utilized on the screen display surface. Each console must offer

an optional wrist rest, which will rest on the keyboard platform, and should have an optional adjustable height pad for the keyboard/wrist area. Each console should offer, as an option, a footrest on the floor in front of each operator that is adjustable in height and angle. Each position shall be equipped with individual task lighting with long life LED lamps, light switching from low to high intensity, and an articulating arm of vertical arm design and allowing full position adjustment by the operator from 24" to no more than 40" fully extended. Lamps shall employ a base suitable for mounting at a fixed location. Weighted bases are not acceptable.

6.3 GENERAL CONSTRUCTION

All support posts shall be constructed of minimum 14-gauge steel or anodized aluminum and finished in fabric or scratch resistant material to match acoustical partitions. Leveling guides must be integral to the system. All screen display and keyboard surfaces must be covered with high-pressure plastic laminate meeting ANSI/ASME A 1.1: 1986 requirements for Class "B" laminates in a non-glare matte finish and, if longer than 48" must have additional support members. It shall be chip, stain, and scratch resistant. The underside of the writing surface shall be laminated to prevent moisture from warping the surface. Exposed edges must be covered with a high impact curved material, which will resist dents and scratches, not plastic laminate. No plastic laminate 45° or 90° edges on screen display/keyboard surfaces will be allowed. All screen display/keyboard surfaces shall be a minimum of 45 pound density core material and the thickness no less than 1-1/8". A wire management system shall be designed within the furniture to accommodate movement of cabling as the work surfaces are raised and lowered to prevent damage to the cabling. The primary and side-wing surfaces are to include grommeted cable drop holes spaced at a maximum of 20" for access to electronic CPU storage cabinets. The furniture system must provide at least two (2) electronic component (CPU) storage cabinets, each capable of handling a minimum of 2 – CPU's, each CPU measuring a minimum of 8" wide x 18" high x 18" deep See 3.7 for detail.

6.4 DRAWER PEDESTALS

Drawer pedestals shall be available for each position. Pedestals must be finished completely on all four sides with a high-pressure laminate with high impact vinyl edge material to match the laminate finish on the work surfaces. Drawer hardware must be full extension, precision ball bearing construction. Pedestal design must accommodate the capability to provide a pencil drawer or tray, standard desk drawer and hanging file drawer in multiple configurations. File drawers must have built-in "Pentaflex" hanging file capacity.

Provide optional cost in Section 5. If selected, the County will determine final drawer configuration during contract negotiations.

6.5 CPU AND PC CAVITY STORAGE SPACE

Access to cavities should be through the front and rear dependent on dispatch center wall location and final furniture configuration in dispatch center. Each cavity must have grommet holes for cable drops and be fully vented to prevent heat build-up. Cavity fans with air filters in the cavity must be available and offered as an option.

Cavity access must be via simple "Velcro" type or hinged panel with a pin/clip latch type entry system. It is not desirable for customer to require special tools or unique skills to access any CPU or PC Tower equipment stored in cavities. Infrequent access will be required to update software via insertion of CD-ROM disks.

Each storage space shall support a minimum of two (2) PC Towers with a depth of at least twenty-two inches (22") to accommodate plugs and cables at the rear of each PC and a width of at least twenty inches (20") to allow for air convection around equipment.

Each storage space shall be equipped with a pull-out tray in the bottom for ease of access to CPU's, combined with a folding wire management arm to prevent cables from becoming entangled at the rear of the CPU.

6.7 ELECTRICAL OUTLETS

Each console CPU cavity must be equipped with a minimum of two (2), eight (8) position, 3-prong, grounded outlets mounted inside the cavity. They must be U.L. Listed, CSA Rated, 15 Amp, 120 Volt power strips. The power strips must include a circuit breaker with surge suppression of at least 12,000 amp spikes. The power strips must have RFI/EMI noise filtering and be equipped with a minimum twelve foot (12') AC power cord. CPU cavity AC power cords will be plugged into outlets under the 12" high raised computer flooring system.

In addition, as an option, provide cost in Section 5 for two additional power strips under each side of the Display Shelf. The purpose is to plug in Display Screens so that the standard 5' power cord is not stretched between the Screen and the power strips inside the CPU cabinets when the Display Shelf is raised to full height. The power cords on these power strips must be long enough to feed through the cable management system and connect inside the CPU cabinets.

No Personal Environmental System equipment, power lift motors or Task Lights are to be plugged into these power strips. The County will provision electrical outlets under the raised flooring system, not connected to the facility UPS System, for powering such devices.

6.8 PERSONAL ENVIRONMENT SYSTEM

Each workstation in the Dispatch Center shall be equipped with a Personal Environmental System (PES). The PES shall have an environmental control unit that is easily accessible by the workstation operator. The main PES power unit, to the greatest extent possible, shall be hidden from view. The PES shall be equipped with an intensity adjustable air-flow sub-system (AFS). The AFS shall be circulated air type and capable of filtering the circulated air.

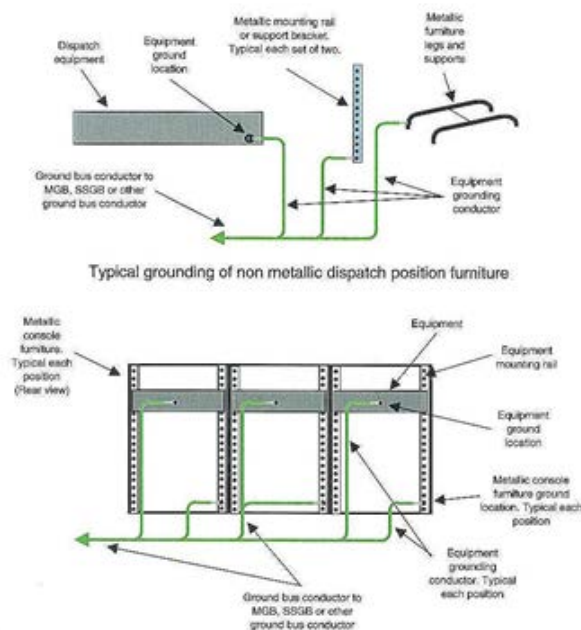
The AFS shall utilize replaceable filters rather than reusable filters. The AFS unit shall provide air-flow speed adjustment from the workstation control unit. The air diffusers shall be mounted on the display screen display lift surface and in positions that will not block the operator's view of screen displays. The air diffusers shall be adjustable for lateral rotation for horizontal air movement and shall be equipped with louvers to allow for vertical air-flow adjustment. The air-diffusers shall not be more than 3.5" high from the screen display surface. Mounting locations of the air-diffusers shall be on the left and right side of the center of the work surface. The PES shall also provide a heating system. The preferred heating system shall consist of forced air heat

blowing under the work surface across the legs and lap of the operator. If a radiant heat panel is proposed, it must be so noted in your product description. The heating system shall provide temperature adjustment by the workstation operator through the operator control unit located on the work surface.

The PES and associated heating system shall be equipped with one or more separate 3-prong AC Power cords, allowing the system(s) to be connected to an electrical outlet that is not powered from the UPS System (Commercial Power Only). This outlet will also be located under the raised floor. The UPS Power outlets are intended to support only the console electronics (CPU's/Screen Displays) housed in and/or on the furniture.

6.9 FURNITURE GROUNDING SYSTEM

The furniture system shall be grounded in accordance with industry practiced grounding standards. The drawing below, courtesy of Motorola R 56 publication, shows an appropriate grounding method for console furniture A "Square D" Model Number PK27GTA or equivalent ground bar provided and installed by you, will be required in all console positions. This will accommodate up to 8 devices and a lug which will accommodate a #2 AWG ground wire, for connection to ground bars located under the raised floor system. The under floor ground bars will be provided by others for connection by you to your proposed furniture.



NOTE: Conductors, connection methods and conductor routing methods shall comply with paragraphs 7.3, 7.4 and 7.5 of this manual.

FIGURE 7-29 GROUNDING METHODS FOR DISPATCH EQUIPMENT AND FURNITURE

6.10 USB PORT PANEL

Provide the optional cost in each console position for a “pass-through” USB Port Panel (not a USB Hub) supporting at least four (4) USB Ports (USB 2.0 A-Male to A-Female). The purpose of this panel is to allow USB cables for keyboards and mice to be run from the connection ports on CPU’s inside the CPU cavities to connections on the back of the USB Port panel. The keyboards and mice would then be plugged into the corresponding port in face of the panel. In this manner, should a keyboard or mouse fail, the Operator can simply get a replacement and plug it in themselves rather than wait for a technician to access the CPU cavity to replace the broken device. The panel should be mounted under the front edge of the display screen power lift surface, and far enough back (at least one inch from the front edge) to allow the keyboard and mouse USB plugs to pass between the lift surfaces

6.11 AC OUTLET IN RADIO EQUIPPED POSITIONS

Provide in each console position one AC powered convenience outlet, easily accessible by the Dispatcher, to plug in a charger for a Portable Radio. This outlet will not be on UPS power as the commercial power outlets will be backed up by the Emergency Generator. The cord from this outlet must be long enough to extend through your cable management system and plug into the non-ups outlet under the raised floor.

7.0 CONSOLE POSITIONS

7.1 GENERAL INFORMATION – DISPATCH CENTER

There is an overall initial requirement in the new Dispatch Center for the installation of four (4) Radio Dispatch console positions, plus the addition of one (1) new Supervisor position, and three (3) new Call Take positions for a total of eight (8) dispatch Console Furniture positions.

7.2 CALL TAKE – (3)

These three (3) positions will be equipped with:

- a. Enhanced 9-1-1 Call Taking equipment consisting of a PC based workstation with one 32” LED Flat Panel display screen, keyboard and mouse, and
 - b. CAD PC based workstation consisting of a PC with four (4) 24” LED Flat Panel display screens with keyboard and mouse. There may also be an Administrative telephone instrument at each position. These positions shall be surrounded on both ends and the back by a forty-eight inch (48”) high sound absorption panel.
 - c. These three (3) Call Take positions will each be equipped with a Radio Dispatch Console with a 24” display screen, and a mouse. Your design and display mounting arrangement must take this into consideration, as well as space for the Radio Console PC inside your CPU cavity. Provide, as required, mounting brackets to “stack” the multiple display screens on the power lift display shelf.
-

- d. These positions are to be equipped with a 48” high sound absorption surround panel.
- e. Due to space limitations, the Call Take furniture is smaller than the Radio Dispatch positions. Therefore, it will be necessary for you to provide suitable mounting brackets to allow “stacking” of the 24” display screens with a taller mount at the rear to support the 32” 9-1-1 display screen. The four CAD screens are to be mounted side-by-side and stacked two high.

7.3 RADIO DISPATCH POSITIONS – (4)

These four (4) positions are each equipped slightly different. A per position description follows:

Position # 1 is equipped with:

- a. CAD PC based workstation consisting of a PC with four (4) 24” LED Flat Panel display screens with keyboard and mouse.
- b. A Radio Dispatch Console consisting of a PC, a 24” display screen sitting on top of a Radio System Interface box, and a mouse.
- c. Enhanced 9-1-1 Call Taking equipment consisting of a PC based workstation with one 32” LED Flat Panel display screen, keyboard and mouse.
- d. A Radio System management terminal consisting of a PC, 24” display screen, two speakers, keyboard and mouse.

Position # 2 is equipped with:

- a. CAD PC based workstation consisting of a PC with four (4) 24” LED Flat Panel display screens with keyboard and mouse.
- b. A Radio Dispatch Console consisting of a PC, a 24” display screen sitting on top of a Radio System Interface box, and a mouse.
- c. Enhanced 9-1-1 Call Taking equipment consisting of a PC based workstation with one 32” LED Flat Panel display screen, keyboard and mouse.
- d. A Panic Alarm System consisting of a PC, 24” monitor, keyboard, mouse and two speakers.

Position # 3 is equipped with:

- a. CAD PC based workstation consisting of a PC with four (4) 24” LED Flat Panel display screens with keyboard and mouse,
 - b. A Radio Dispatch Console consisting of a PC, a 24” display screen sitting on top of a Radio System Interface box, and a mouse.
 - c. Enhanced 9-1-1 Call Taking equipment consisting of a PC based workstation with one 32” LED Flat Panel display screen, keyboard and mouse.
-

Position # 4 is equipped with:

- a. CAD PC based workstation consisting of a PC with four (4) 24" LED Flat Panel display screens with keyboard and mouse.
- b. A Radio Dispatch Console consisting of a PC, a 24" display screen sitting on top of a Radio System Interface box, and a mouse.
- c. Enhanced 9-1-1 Call Taking equipment consisting of a PC based workstation with one 32" LED Flat Panel display screen, keyboard and mouse.

Printers and FAX - There is an approximately 14" wide printer located between Positions 2 & 3 and between Positions 3 & 4, which will require a non-lift surface to support. In addition, there is a FAX machine located between Positions 1 & 2, which will also require a non-lift surface to support. These are shown on the drawing.

Screen Positions - At all four (4) Radio Dispatch positions, the 32" 9-1-1 screen will be located at the left of the operator, and the Radio Dispatch Console screen will be located on the right side of the console. The four CAD screens are to be located in the center of the position, with the screens side-by-side and stacked two high. Provide appropriate mountings to accommodate this arrangement.

Surround Panel - These positions are to be equipped with a 48" high sound absorption surround panel.

7.4 SUPERVISOR POSITION

This one (1) position will be equipped with (a) CAD PC based workstation consisting of a PC with four (4) 24" LED Flat Panel display screens with keyboard and mouse, (b) a Radio Dispatch Console consisting of a PC, a 24" display screen sitting on top of a Radio System Interface box, and a mouse, (c) Enhanced 9-1-1 Call Taking equipment consisting of a PC based workstation with one 32" LED Flat Panel display screen, keyboard and mouse. This position should be equipped with a 36" high surround sound panel.

7.5 OPTIONAL FURNITURE EQUIPMENT

- 7.5.1 A requirement may exist to install 24" - 30" wide work surfaces between adjacent radio dispatch console positions as shown in the drawing, to support printers or other devices. Provide optional cost quote for these surfaces, if you can offer them with your furniture system.
 - 7.5.2 If you are able to provide the 6'6" long X 2' 0" deep Printer Table shown on the drawing next to the Supervisor's position finished in the same laminate as the console furniture work surfaces please provide a price quote in Section 5. The table should have doors and shelving to house printer paper and office supplies.
 - 7.5.3 If you are able to provide the 8' 0" long by 1' 9" deep coffee table shown on the drawing along the back wall of the center, across from the Radio Dispatch positions, finished in the same laminate as the furniture work surfaces please provide a price quote in Section
-

5. This table should have doors with interior shelving and under-counter space at one end to house a small “Dormitory Style” refrigerator.
- 7.5.4 The County may have a requirement for an optional thirty-six inch (36”) to forty-inch (40”) diameter “Turntable” type storage system for housing various binders and reference materials, which are easily accessible to all dispatch center personnel. The unit must be mounted on heavy-duty casters capable of supporting the loaded weight of the unit and finished in the same material as the work surfaces of the console furniture.
- 7.5.5 If you are able to furnish two drawer and/or four drawer lateral file cabinets finished in the same material as the work surfaces of the console furniture, please provide a cost quotation, per file cabinet, in Section 5 of this RFP. The drawing provided indicates three (3) lateral file cabinets between the coffee table and the Supervisor’s position.
- 7.5.6 The specifications above have indicated forty-eight inch (48”) high sound absorption panels surrounding the console positions at the Call Take and Radio Dispatch positions. As an option, please provide a cost quotation to modify the sound panels surrounding these, on a per position basis, to a fifty-four inch (54”) height. The construction of these panels would be forty-two inch (42”) high sound absorption panels, with the remaining twelve inches of height (12”) composed of glass panels, allowing visual sight lines between the various positions in the Dispatch Center.
- 7.5.7 There will be seven (7) Call Take and Radio Dispatch positions on the main Dispatch floor. To assist the Supervisor in monitoring the Radio Dispatch and 9-1-1 Call Take process, the County would like to have these positions equipped with pole lamps, with bright LED lights. Each lamp will have three different colors indicating different status. They are, from the top, red, white and blue. White to indicate the operator is engaged in a live telephone conversation, Blue to indicate that the radio push-to-talk key is activated and Red to summon a Supervisor for assistance. The Blue lamp will be activated by a contact closure provided from the Radio Dispatch Workstation when the push-to-talk button is activated. The White lamp will be activated by contact closures from the 9-1-1 system (the same contact closure that signals to activate the Logging Recorder). The Red lamp is to be activated by a manual switch on the console furniture surface, provided and installed by the proposer. In order to accept the contact closures and power the 24V DC Lamps, a Light Tower Interface acquired from US Digital Designs (USDD), Tempe, AZ (or equivalent) will also have to be provided by the proposer and installed within the furniture. The proposer is responsible for wiring between the USDD unit and the pole lamps. The mounting post for the lamps must be a minimum of 30” in height from the Display Screen Platform to allow the lamps to extend above the LED screens at each position so as to be seen by the Supervisor

7.7 PROPOSED DISPATCH CENTER FLOOR PLANS

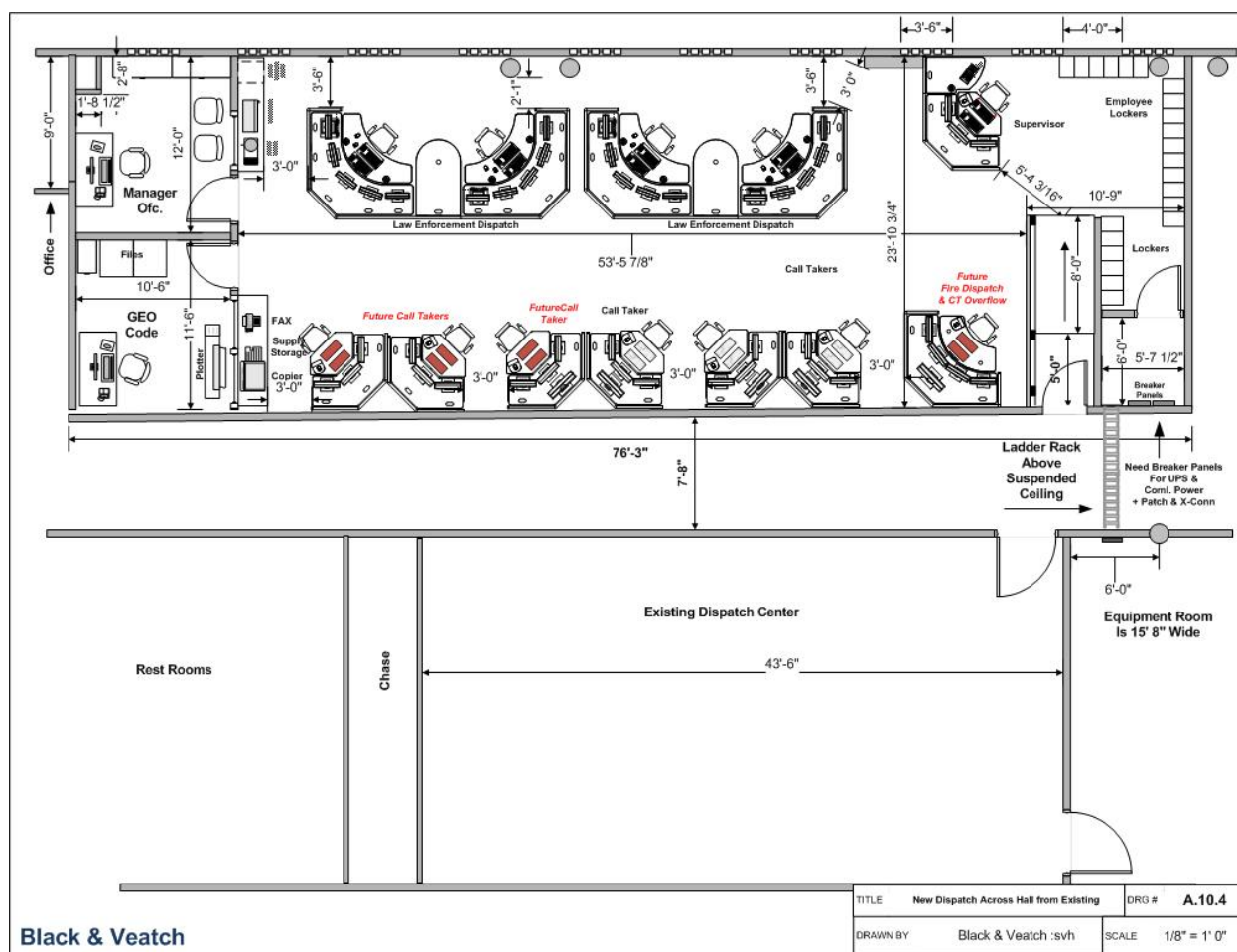
Exhibit # 1 provides a **conceptual design and preferred furniture layout** for the Collin County dispatch center. This is not a final design and the console positions shown on the drawing are generic in nature and for general information only. You must provide a furniture design, that

incorporates the above described requirements and conforms to the construction design provided in the previous Section 3.0, Console Furniture Construction. **Should you wish to propose and offer alternative furniture layouts, please provide them as attachments to your proposal response. They will be given equal and fair consideration by Collin County.** The drawing was originally prepared in Microsoft Visio, but can be provided in .DWG AutoCAD format. However, during reproduction for inclusion in this document some dimensions may have been altered. The original scale drawing provided in this document indicates that the actual room dimensions are as follows:

Dispatch Center:

- Dispatch Center only, Room Width (on drawing), approximately – 76' 3"
- Dispatch Center only, Room Height (on drawing), approximately – 23' 10 3/4 "

Please be advised that you are responsible for verifying exact room dimensions in the event that your console furniture design requires additional clarification.



8.0 RESPONSE REQUIREMENTS

8.1 RESPONSE PROCEDURES

Responses submitted by Vendors must comply with the following procedures or may be considered as non-responsive.

Collin County prefers that vendors who submit a proposal in response to this RFP upload documents to Collin County e-bid (<https://collincountytx.ionwave.net>). It is requested that vendors consolidate their proposal into one (1) searchable PDF document. If vendors choose to submit a hard copy the following shall be provided:

- One (1) original signed in BLUE ink and a searchable electronic soft copy in one (1) PDF document of the entire proposal with bookmarks on DVD media or flash drive. If submitting a hard copy proposals shall include a table of contents and shall be printed on double sided 8.5 x 11 inch paper with a reasonable allowable exception for pages that need to be printed on 11 x 17 inch media to facilitate readability.

Proposals are to be marked:

Collin County RFP #2017-169

Bidder's Name

Dispatch Console Furniture

Due Date: May 11, 2017 at 2:00 P.M.

8.2 FURNITURE SYSTEM THAT COMPLIES WITH SECTIONS 6 AND 7 OF THIS RFP

Please provide a Point-by-Point Response to Sections 6 and 7 of this RFP.

Describe any exceptions or clarifications taken to the furniture construction detail provided in Section 6 and Section 7. For each exception, provide an explanation of how your furniture system differs and how your furniture can generally meet the stated requirements. If none, so state.

8.3 AESTHETIC AND ERGONOMIC SUITABILITY

Provide some form of equipment graphical representation, description and listing, per position, which will allow the review of all proposed furniture components, including such items as: task lighting, environmental controls, power lift, optional drawer pedestals, etc. Please enclose with your proposal any color pictures and/or brochures, which more fully describe the furniture and accessories included in your proposed configuration. Please provide graphical representation of color options for all furniture elements that offer color options.

8.4 VENDOR REFERENCE CHECKS, SUBCONTRACTORS, FINANCIAL STABILITY, WARRANTY AND REPAIR PROGRAM, PROJECT SCHEDULE

- a. The Proposers Name, Address, Point of Contact, Title, Email and Telephone Number.
- b. List names of personnel assigned to this project and describe their contribution to the project.
- c. **Company References.** List four references for other completed projects. Include Agency Name, Contact Name, Address, Telephone Number & Number of Positions installed.

Agency 1 Name: _____

Contact Name: _____

Address: _____

Telephone: _____ E-mail Address: _____

No. of Positions: _____

Agency 2 Name: _____

Contact Name: _____

Address: _____

Telephone: _____ E-mail Address: _____

No. of Positions: _____

Agency 3 Name: _____

Contact Name: _____

Address: _____

Telephone: _____ E-mail Address: _____

No. of Positions: _____

- d. For what length of time has your company and/or the manufacturer of your proposed furniture system been in business?

Yrs. in Business: _____

e. Where is your furniture system manufactured? _____

f. Who will install your proposed furniture system? Are there any subcontractors involved? Where are they located?

Company Name: _____

Company Address: _____

g. Provide a copy of your or the manufacturer's most recent audited financial statement or other information which will allow the County to judge financial viability of your organization for long term product support.

Information Enclosed? Yes _____ No _____

h. Provide a complete description of your Warranty and Repair program. For what length of time is the product under warranty and what components are covered? How are repair services acquired and at what cost to the County?

i. Collin County will require a project schedule, with major milestones for installation of your proposed furniture system. The minimum milestones are: Furniture Manufacture Time from date of contract execution, Furniture Shipping time to Collin County, Texas & Total Time to install furniture in the new communications center.

Schedule Attached? Yes _____ No _____

8.5 FURNITURE SYSTEM DESIGN THAT COMPLIES WITH THE COUNTY'S DESIRED SPACE PLAN

At the conclusion of Section 4.0 of this RFP, we provided a drawing with the preferred furniture layout and general measurements of the new Collin County Dispatch Center (Exhibit 1). Utilize that drawing to develop your proposed furniture layouts (**on a scale floor plan**) to meet the requirements of this RFP. In addition, provide 3D drawings of the Call Take, Radio Dispatch, and Supervisor positions so that the County may better visualize the plans and furniture designs.

- 3D Drawings of Furniture Positions Enclosed? Yes _____ No _____
- Scale Floor Plan with Furniture Layout Enclosed? Yes _____ No _____

Alternative Console Furniture layouts that you may wish to propose should be attached to this response document, along with separate cost sheets if the alternative arrangement differs in cost from the basic proposal, and your alternative designs will be given equal consideration by the County.

8.6 TURNKEY PRICING FOR ALL FURNITURE AND INSTALLATION SERVICES

		Qty	Each Price	Total Price
Furniture Only	9-1-1 Call Take Positions	3	\$	\$
Install Only	9-1-1 Call Take Positions	3	\$	\$
Furniture Only	Radio Dispatch Positions	4	\$	\$
Install Only	Radio Dispatch Positions	4	\$	\$
Furniture Only	Dispatch Supervisor Position	1	\$	\$
Install Only	Dispatch Supervisor Position	1	\$	\$
Grand Total				\$

Cost must remain valid for ninety (90) days from proposal opening date

8.7 OPTIONAL CONSOLE FURNITURE EQUIPMENT - INCLUDE INSTALLATION (DESCRIBED IN SECTION 4.5)

- (7.5.1) Cost for 24" -30" Wide Work Surface Dividers – Propose Qty 2 \$ _____
- (7.5.2) Cost for 6'6" long x 2'0" deep Printer Table - Propose Qty 1 \$ _____
- (7.5.3) Cost for 8'0" long x 1'9" deep Coffee Table - Propose Qty 1 \$ _____
- (7.5.4) Cost for 36" Diameter storage system, on casters (each) \$ _____
- (7.5.5) Cost for a Lateral File Cabinet (each)
 - i. Two Drawer \$ _____
 - ii. Four Drawer \$ _____
- (7.5.6) Cost for Modification to Sound Absorption Panels, 12" glass windows in (per position) \$ _____
- (7.5.7) Installed cost for Pole Lamps, including Controller \$ _____

8.8 ADDITIONAL OPTIONAL ITEMS

- Cost for Non-adjustable wrist rest – each \$ _____
-

- Cost for Adjustable wrist rest – each \$ _____
- Cost for adjustable foot rest - each \$ _____
- Cost for Drawer Pedestal – each \$ _____
- Cost for two 4-6 position power strips under display surface \$ _____
- Cost for pass-through USB 4-Port panel – each \$ _____
- Cost per each for CPU Cavity Fans w/ Air Filters \$ _____

8.9 ALTERNATIVE FURNITURE CONFIGURATIONS

If you offer any other optional furniture equipment or systems which you believe would be of benefit to the County within the new dispatch center, please provide written descriptions and/or color brochures of these options, along with the installed cost.

INFORMATION REGARDING **CONFLICT OF INTEREST QUESTIONNAIRE**

During the 79th Legislative Session, House Bill 914 was signed into law effective September 1, 2015, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the 84th Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and

CIS: [http://www.ethics.state.tx.us/filinginfo/conflict_form
s.htm](http://www.ethics.state.tx.us/filinginfo/conflict_form_s.htm)

The vendor acknowledges by doing business or seeking to do business with Collin County that he/she has been notified of the requirements under Chapter 176 of the Texas Local Government Code and that he/she is solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers:

<http://www.collincountytexas.gov/government/Pages/officials.aspx>

The following County employees will be involved in the planning, recommending, selecting, and contracting for the attached procurement:

Department:

Sheriff Jim Skinner

Commander Pam Palmisano

Bobby Jones, Consultant, Black & Veatch

Purchasing:

Michalyn Rains – Purchasing Agent

Sara Hoglund, CPPB – Asst. Purchasing Agent

Commissioners' Court:

Keith Self – County Judge

Susan Fletcher – Commissioner Precinct No. 1

Cheryl Williams – Commissioner Precinct No. 2

Chris Hill – Commissioner Precinct No. 3

Duncan Webb – Commissioner Precinct No. 4

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	Social security number [][][] - [][] - [][][][][][] or Employer identification number [][] - [][][][][][][][][]
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	Signature of U.S. person ▶ Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.