

04/25/23

RFP 23-440

Addendum #2

Please note the following changes which have been made for clarification to this Request for Proposal. **This addendum must be listed as Addendum #1 on ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS** of the bid package as verification that you have received and are aware of the information contained herein.

QUESTIONS/CLARIFICATION/CHANGES:

Clarification: Breakdown of Consoles #1 on Exhibit A Price Sheet Summary page 33.

Respondents to plan for the pricing of 51 consoles as shown on Exhibit A Pricing Summary, of the following types, which will be further defined during the design phase to the awarded Respondent.

1. Four (4) Supervisor consoles.
2. **Sixteen (16)** Law Call Taking
3. One (1) TTY console
4. Six (6) Law Dispatching consoles
5. **Six (6)** FIRE Dispatching consoles
6. Ten (10) Training consoles
7. Seven (7) EMSA consoles

Grant total for existing consoles = **50** existing consoles

Future consoles will be 1 for EMSA.

04/11/23

RFP 23-440

Addendum #1

Please note the following changes which have been made for clarification to this Request for Proposal. **This addendum must be listed as Addendum #1 on ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS** of the bid package as verification that you have received and are aware of the information contained herein.

QUESTIONS/CLARIFICATION/CHANGES:

QUESTIONS AND ANSWERS:

1. Can you please provide exact monitor size and layout for each console position?

Answer: In addition to the big, dual monitors at each Telecommunicator position, we also need to consider the number of 19" monitors that Fire Dispatchers and Police Dispatchers will need.

Here are the 19" monitor counts by each position:

- Teletype Operator: one (1) 19" monitor
- Police GID/Radio A: one (1) 19" monitor
- Police Service/Radio J: one (1) 19" monitor
- Police Tactical (or TAC): one (1) 19" monitor
- Police RID/Radio G: one (1) 19" monitor
- Police MVD/Radio D: one (1) 19" monitor
- Police Master: three (3) 19" monitors
- Fire Service: three (3) 19" monitors
- Fire Call Taking: two (2) 19" monitors
- Fire Spare: two (2) 19" monitors
- Fire Main: four (4) 19" monitors
- (Future) Fire Expansion: two (2) 19" monitors
- Future) Fire Expansion: two (2) 19" monitors

Layouts to be developed with the PSC as part of the design deliverables by the awarded Respondent as detailed in section VII Deliverables of the

RFP. Specific layouts are NOT required to be submitted with RFP response.

2. Can you please provide exact number and size of CPU's for each console position?

Answer:

3. Can you please explain which areas (EMS, fire, Dispatch, etc.) need to be near each other in their respective positions?

Answer: Layouts for adjacencies between areas to be developed with the PSC as part of the design deliverables by the awarded Respondent as detailed in section VII Deliverables of the RFP. Specific layouts are NOT required to be submitted with RFP response.

4. Can you please provide the existing floor ventilation hole locations?

Answer: A link to download existing as-built documents is available here and is available for 30 days:

[911 Center plans](#)

5. Can you please provide specific storage needs for each department?

Answer: Specific storage needs for each department in addition to those shown on this RFP to be developed with the PSC as part of the design deliverable by the awarded Respondent as detailed in section VII Deliverables of the RFP.

CLARIFICATIONS AND CHANGES:

1. Change page numbering of full RFP to include Addendum 1 information at beginning of RFP.
2. Number of operator positions is 51 (was incorrectly listed as 50 in IV. Scope of Services).
3. Provide lockers in lieu of storage units as shown in Operations Room 55, as shown on pdf of plan.
 - a. Maximize lockers provided, minimum of 140
 - b. Lockers to include soft closures (not metal) and with ability to lock
 - c. Removal and disposal of existing built-in shelving to be included by Respondent, photos of this area to be provided by Darin Johnson to Respondents.
 - d. Provide minimum of 18" clearance from top of locker to sprinklers.
 - e. AutoCAD and pdf of plans for this area from re-carpeting project to be provided by Darin Johnson to Respondents.
 - f. IV. Scope of Services revised to require (140 minimum) lockers in lieu of (130) personal storage units.

- g. Exhibit A Price Sheet Summary, item 2 revised to be Lockers (140 minimum), including shipping, delivery, and installation.
4. III. Timeline of dates have been adjusted to the following:
 - a. Deadline for Questions 04/19/2023
 - b. **Proposal Due Date** **05/10/2023**
 - c. Begin proposal evaluations 05/12/2023
 - d. Interviews with Respondents (anticipated) 05/22/2023
 - e. Negotiations with Apparent successful
Respondent begin (anticipated) 05/25/2023
 - f. Execute contract (anticipated) 06/06/2023
 - g. Begin service delivery (anticipated) 06/19/2023
5. IX. Instructions for Submitting a Proposal A. has been revised to show that 05/10/2023 is the Proposal due date.
6. IX. Instruction for Submitting a Proposal D. has been revised to show that 04/19/2023 is the deadline for questions.
7. Regarding item 8 on Exhibit A Price Sheet Summary "Breakdown and removal of existing consoles". Please continue to provide that price in Proposal response. Other options are being considered by Department, such as removal of existing consoles to City Surplus (located at 108 North Trenton Ave, Tulsa), and / or full or partial removal of existing consoles by third parties who win surplus bid for consoles as administered by City Surplus.

Request for Proposal (RFP)

23-440

Professional Services and Supplies for:

Console Furniture at Public Safety Communications (PSC) 911 Center

NIGP Commodity Code(s):

838-39 Consoles and Racks, Security

RFP Schedule

EVENT	DATE
RFP Issue Date	02/27/2023
Pre-Proposal Conference / Site Visit <i>City of Tulsa PSC 911 – 801 E Oklahoma St. Tulsa, OK 74106 - 3:00pm</i>	Pre-Proposal Meeting 03/23/2023
<i>City of Tulsa PSC 911 – 801 E Oklahoma St. Tulsa, OK 74106 – 3:00pm</i>	03/30/2023
Deadline for Questions <i>Submit to assigned buyer via email.</i>	04/19/2023 <i>21 Days prior to RFP due date</i>
Proposal Due Date <i>Mail or deliver to City Clerk address. Proposals are open the day after the due date.</i>	05/10/2023

If you have any questions or need additional information, contact the Assigned Buyer:

Darin Johnson, Buyer: djohnson@cityoftulsa.org

*All questions should be emailed with **RFP23-440** in the subject line.*

Submit proposals (sealed) to:

Office of the City Clerk
City of Tulsa
175 E. 2ND St.
Suite 260
Tulsa, OK 74103



CITY OF
Tulsa
A New Kind of Energy.

I. OVERVIEW AND GOALS:

With this Request for Proposal (RFP), we are searching to secure, on a competitive basis, professional design services and a source for the supply, installation, and maintenance of furniture consoles at the Public Safety Communications (PSC) 911 Center, located at 801 E Oklahoma Street, Tulsa, OK for the City of Tulsa.

Pre-Proposal Conference / Site Visit: Respondent shall attend at least one of the two pre-proposal conference / site visits for their proposal to be considered for award. Details of the event are found on the “Summary” page of this document. Please note that since the areas to be reviewed are occupied offices, proper attire is required, or respondents will not be permitted access. Proper attire shall be as follows: shirts and pants or skirts (no shorts) and shoes. This visit will help respondents gain familiarity with the building layout and logistics of delivery access of materials to and from building, parking, acceptable delivery routes, and locations.

We enthusiastically look forward to receiving your proposal.

II. BACKGROUND:

1. The PSC is a division under City of Tulsa (City) Police Department, which operates three shifts, 24 by 7, 365 days. The current facility was constructed in 2006. The existing consoles were installed as part of the facility.
2. The existing workstations currently sit on a raised floor with access panels that support various electronic components.
3. The current consoles for each shift include:
 - a. Three (3) Shift Supervisors,
 - b. Six (6) Fire Department Telecommunicators / Dispatchers
 - c. Six (6) Police Department “Radio” Dispatchers
 - d. One (1) Teletype Operator
 - e. Three (3) Telephone Report Officers and
 - f. Fourteen (14) Call Takers.
 - a. EMSA (Emergency Medical Services Authority) utilizes 7 consoles adjacent to the Fire telecommunicator/dispatcher area. This will be increased to 8 consoles. For communication purposes it is required that these two areas remain in close proximity to each other.

4. The PSC currently houses 41 consoles in Operations Room 55 and 10 training consoles in Operations Training Room 75.
5. Within the Center there are specific areas for 1) Shift Supervisors; 2) Call Taking Telecommunicators; 3) EMSA (Emergency Medical Services Authority); 4) Fire Telecommunicators/Dispatchers; and 5) Police Telecommunicators/Dispatchers.
6. Issues currently facing the PSC is that the current console furniture is bulky, heavy and prohibits the redesign of the Center.
7. Shift Supervisors are currently located in a corner of the room which inhibits the observation of the ongoing emergency services. The redesign of the Call Center is requested to place the Shift Supervisors in a position (possibly elevated) to allow for better viewing of all emergency services.
8. Call takers need extra counter space for operations. Resource materials (binders) should be quickly accessible with specific storage space.
9. Console heat and air accommodations are too noisy to use or no longer working in a number of the aging consoles making them insufficient. Heat/air hoses collect dust beneath the consoles negatively affecting the work environment.
10. Consoles also do not allow for adequate cable management. Accessibility to cables inhibits adding monitors, replacing CPUs without removing numerous console panels.
11. Approximately 130 rolling storage boxes are currently used for personal staff storage space and are located in the walkways throughout the center.

III. TIMELINE:

The schedule below provides estimated dates for the RFP and contracting process. The City of Tulsa may adjust this schedule as needed.

EVENT	DATE
RFP Issue Date	02/27/2023
Pre-Proposal Conference 1 Pre-Proposal Conference 2	03/23/2023 03/30/2023
Deadline for Questions	04/19/2023
Proposal Due Date	05/10/2023
Begin proposal evaluations	05/12/2023
Interviews with Respondents (anticipated)	05/22/2023
Negotiations with apparent successful Respondent begin (anticipated)	05/25/2023
Execute contract (anticipated)	06/06/2023
Begin service delivery (anticipated)	06/19/2023

IV. SCOPE OF SERVICES:

1. The Respondent shall work with the PSC and City staff to redesign the layout of the furniture consoles located in Operations Room 55 and Operations Training Room 75 to include a total of (51) operator positions and a minimum of (140) personal storage locker units.
 - a. Special consideration in the placement of the supervisor positions allowing for them to easily monitor all emergency activities within the PSC 911 Center.
 - b. ADA compliant elevated flooring for the Supervisory area may be considered.
 - c. The new design should allow for heightened awareness of 911 staff activities while also allowing for private conversations with staff when necessary.
 - d. The Supervisory area will also require secured storage space for extra equipment and supplies.

2. The Respondent shall remove and replace existing consoles with new consoles and storage units.
3. The Respondent shall coordinate installation of new consoles and storage units with a separate vendor who will remove old flooring and install new flooring (under a separate agreement).
4. The Respondent shall provide pricing for Scope of Services as identified in Exhibit A.

V. INSURANCE

Respondent and its subcontractors must obtain at Respondent's expense and keep in effect so long as City is purchasing Supplies or Services from Respondent pursuant to this proposal, policies of insurance in the minimum amounts set forth below and Workers' Compensation and Employer's Liability insurance in the statutory limits required by law.

General Liability: personal injury and property damage, each occurrence	\$1,000,000.00
Workers' Compensation	(Statutory limits)
Professional Liability insurance appropriate to service provider's profession	\$ 1,000,000.00
Auto Liability	\$ 1,000,000.00

Respondent's insurer must be authorized to transact business in the State of Oklahoma. Respondent will have 10 Days after notification that its Bid was Accepted by the City to provide proof of coverage. The Certificate of Insurance must be completed with the following information:

- A. Your name
- B. Insurer's name and address
- C. Policy number
- D. Liability coverage and amounts
- E. Commencement and expiration dates
- F. Signature of authorized agent of insurer

Respondent shall not cause any required insurance policy to be cancelled nor permit it to lapse. Failure of the Respondent to comply with the insurance requirements may be deemed a breach of the contract.

VI. PERFORMANCE GUIDELINE SPECIFICATIONS

Performance guideline specifications are provided herein, however, the information provided should be viewed as the baseline for such a system. Respondents submitting proposals should be prepared to present the merits of the system(s) being offered, and be prepared to provide a fully designed system with plans and specifications necessary to document, procure and install a finished project.

1. General Items

- a. Emergency communications workstation furniture is subject to hard and continuous use, 24 hours a day, 7 days a week by different employees, with different physical sizes and needs. The workstation furniture receives several years of use in one year compared to typical office furniture. Only console furniture specifically designed and engineered for Emergency Communication Centers will be acceptable.
- b. Assembly must be performed by trained professionals experienced with the working environment of a Public Safety Communications, 911, or Emergency Communications Center.
- c. Only the manufacturer's experienced factory employees, or their trained and authorized designees shall assemble the workstation furniture.
- d. Products submitted in response to this RFP must meet or exceed the minimum specifications provided in this RFP.
- e. Detailed technical documentation for products other than the representative model must be submitted with Respondent's Proposal, clearly identifying products meeting specifications in proposal of representative model. Failure to submit required documentation may result in rejection of your Proposal.
- f. A list of no less than three (3) past projects for the assembly team must be submitted to be considered.
- g. The awarded Respondent shall provide for removal and disposal of all packing material. There is room on site for a dumpster to be provided and emptied by awarded Respondent as part of the cost of the project.
- h. Once the assembly is complete, a post-installation walk through shall be required with the installation foreman and City staff to ascertain full compliance to the floor plan, console design, and materials specified.
- i. Any inconsistencies will be noted and must be scheduled for completion prior to final acceptance of the project.
- j. Product training shall be provided to a member of the City upon completion of the installation.

- k. Respondents should review all documents in this RFP prior to submitting their Proposal.
- l. Respondents must possess a valid State of Oklahoma Contractor's License to submit a Proposal on this project.
- m. Project Security:
 - i. Per Oklahoma State law [O.S. Title 57, §583-584](#): All Respondent employees shall be legal citizens of the U.S./or have work visas, and shall have valid Identification for background investigation, which includes U.S. Driver's license, Social Security card, birth certificate, passport, and / or INS card. No Respondent employee may have felony convictions within previous ten years. Any Respondent employee convicted of a misdemeanor or felony within previous twenty years are subject to scrutiny. No Respondent employees may have current criminal proceedings regarding sex offenses, acts of violence, fraud, embezzlement, burglary or outstanding warrant. All employees of Respondent on site will be required to have an Oklahoma State Bureau of Investigation Criminal History Record Information check processed and on file with Respondent. Respondent shall be responsible for the expense of said background checks as part of this agreement. Respondent shall certify to City of Tulsa Security that Respondent has not employed any person on this site who does not meet the requirements of this section. Respondent shall deliver background checks for all employees at one time to City of Tulsa Security.
- n. All questions should be emailed to Darin Johnson:
darinjohnson@cityoftulsa.org.

2. Quality Assurance

- a. The proposed console furniture shall meet or exceed industry standards for quality and reliability. All materials, parts, assemblies, etc. shall be new and be free of corrosion, blemishes or other cosmetic defects.
- b. Design and construction shall be consistent with current best engineering practices.
- c. Respondent shall demonstrate a third party audited Quality Management System, such as ISO 9001 (or equivalent), as a commitment to consistent quality and performance.
- d. The manufacturer shall demonstrate a third party audited Environmental Management System, such as ISO 14001 (or equivalent), as a commitment to maintain sound environmental policies.
- e. The Respondent shall demonstrate a third party audited low emitting VOC certification, such as UL Greenguard.

- f. The Respondent shall provide ANSI/BIFMA tests certified by an independent laboratory or Professional Engineer.
- g. The console manufacturer shall be ISO-9001-2008 certified (or equivalent) as measure of consistent quality and performance.
- h. The successful Respondent shall have an ISO 9001 Quality system implemented in their process for at least 5 years.
- i. The quality system shall have all the relevant documentation and shall be available for a quality audit on site if required.
- j. The Respondent's products shall comply with indoor air quality requirements in terms of containing low-emitting, non-toxic products and must conform to industry standards of VOC's. Greenguard certification for the manufacturing facility is required. Using Greenguard certified raw materials alone is not acceptable.
- k. Test certification for ASTM E84-06 for surface burning characteristics for all applicable wood components. Please note that this test must reference the actual assembled components of wood panels including core, laminates and edging. Raw material supplier data is not acceptable.
- l. Seismic testing certifications of existing product lines and any other relevant documentation pertaining to seismic testing processes. The testing certifications must be performed by an outside independent testing facility specializing in seismic certification.
- m. To ensure the quality and durability of the product, the product shall pass the following test procedures (or equivalent) performed by either an independent testing laboratory or approved by a Professional Engineer:
 - i. ANSI/BIFMA Concentrated Functional Load Test
 - ii. ANSI/BIFMA Distributed Functional Load Test
 - iii. ANSI/BIFMA Concentrated Proof Load Test
 - iv. ANSI/BIFMA Distributed Proof Load Test
 - v. ANSI/BIFMA Leg Strength Test
 - vi. ANSI BIFMA Stability Under Vertical Load Test
 - vii. ANSI/BIFMA X5.5 2008 or latest publication
- n. The tests are to be based on ANSI/BIFMA X5.5-2008 Standard applied to the proposed product. The Respondent shall provide the testing certificates as part of the submittals.

3. Warranties

- a. All consoles and technical furniture manufactured by Proposer and third parties must be new, unused, and free from defects in materials and workmanship from the date of transfer of title.
- b. Respondent shall provide a complete description of Warranty, Repair, and Maintenance programs for the proposed product

including specifying goods and services covered, and not covered under warranty, and including response and resolution times.

- c. The City requires a minimum Warranty consisting of:
 - i. Lifetime Warranty on all fixed structural frame components; (5 years on labor).
 - ii. Lifetime Warranty (parts) on all static exterior panels and work surface components parts; (5 years on labor).
 - iii. Lifetime Warranty (parts) on all adjustable, sliding or hinged mechanisms or parts (5 years on labor).
 - iv. Original Equipment Manufacturer Warranty on all 3rd party equipment.
 - v. Five years on all company manufactured electrical products (unless specifically defined by product line)
 - vi. Five years on electrical actuated lift columns.

4. Respondent Experience and References

- a. The console furniture system to be supplied shall have a proven record of use within the harsh 24-hour operating environment of public safety dispatch centers, and of similar size and scope to this request.
- b. Respondent must be manufacturer of all major components such as work surfaces, console panels, structural systems and environmental controls.
- c. Only companies with a minimum of 10 years' experience in designing and manufacturing ergonomic console furniture will be allowed to submit Proposal.
- d. A list of at least three (3) projects of similar size to this scope, assembled in the past two years must be included with the Proposal. Include Company or agency name, location, number of positions, contact person name, and phone number.
- e. Also include a list of at least (3) centers of similar size to this scope, assembled seven years ago or longer. Include Company or Agency name, location, contact person name and phone number.
- f. The PSC representative(s) reserves the right to visit the nearest installation of the lowest responsible/responsive Respondent to verify compliance of workstations to specifications.
- g. No contract will be awarded to any Respondent who, in the opinion of the City, is determined to be non-responsible/non-responsive, unqualified to perform satisfactorily due to previously documented unfavorable performance, reputation or lack of prior performance, capital, organization, equipment and/or personnel to conduct and complete the services in accordance with the terms and conditions of this RFP. The City's determination of responsive/responsible shall be final.

5. Preventative Maintenance

- a. Respondent to submit manufacturer's preventative care and maintenance program, detailing cost, coverage, and terms.
- b. Cost for (3) three-year renewable terms to be noted in Proposal on a per-renewal basis.

6. Service

- a. In the event of a catastrophic failure of a workstation, a factory representative shall reply to the PSC in no more than 8 hours.
- b. A catastrophic failure of a workstation is defined by the City as a failure that no longer permits an operator to work at the workstation.
- c. In the event of catastrophic failure, a certified factory technician shall be on site in no more than 24 hours from the time the PSC representative contacts the Respondent for service.
- d. The PSC operates 24 hours a day, 7 days a week. No extensions of time will be given for weekends or holidays.
- e. Respondent to provide service rate sheet for repairs and pricing for parts. If it is determined and agreed to by the City that a service call is not covered by the warranty, then rates listed on the service rates sheet and parts list will apply.

7. Response times apply to warranty and non-warranty work.

- a. Lead Times, Packing, Shipping, Assembly, and Terms
 - i. Since the PSC is an existing 24/7 operation, installation of consoles will need to occur over several phases.
 - ii. Respondent to provide methods of keeping disruption to operating the PSC to a minimum while coordinating with the removal and installation of new floor coverings from a separate vendor.
 - iii. Respondent shall provide complete pricing on design, installation, labor and materials, and present their best lead time to design, manufacture, ship, and install console furniture.
 - iv. Include a schedule in the form of a Gantt chart, the amount of time required for final layout, color selection, procurement, manufacturing, shipping, assembly, and start-up and testing.
 - v. Proposal pricing shall include delivery, assembly, start-up and testing and removal of packaging material including wipe clean workstations and accessories, and vacuum Dispatch room(s) floors.
 - vi. The Respondent shall be responsible for packing the components in a manner that will ensure undamaged and complete arrival at the destination.
 - vii. All components shall be blanket-wrapped and shipped in dedicated air-ride transports.

viii. All delivery instructions will be confirmed before the packaging of materials.

- b. Respondent shall be responsible for delivering all product to the PSC.
- c. Respondent must provide all necessary tools and equipment to complete the task including but not limited to, a forklift and lift gate service, as applicable.

8. Workstation Modularity

- a. The Workstation furniture must be provided from standard, manufactured items that have the capability of adding on to or re-configuring at a later date.
- b. The consoles must be able to be customized to fit site specific dimensions making best use of space while maintaining ADA compliance.
- c. Consoles are to be of a modular design, allowing for consoles to be configured as a standalone unit, or part of a continuous row or cluster, offering maximum flexibility in terms of dimensions and functionality.
- d. Console components shall be interchangeable to allow for re-purposing and easy replacement of damaged external components.
- e. Consoles shall be easily movable for re-location if required and use of floor levelers to account of inconsistencies in floor height and ensure proper leveling.
- f. The console shall be able to accommodate various types of equipment, both above and below the work surface (computers, communication, display, environmental controls and operator interface devices).
- g. The consoles must be designed in accordance with the quality standards of ISO 11064, BIFMA and meet all ANSI/HFES 100-2007 specifications. Documentation of compliance is required in submittal.

9. Ergonomics

- a. The console shall have the flexibility to be designed in such a way as to conform to any specific ergonomic requirement(s) that have been specified by the end user and apply to the site.
- b. The frame shall have the ability to incorporate a range of lifting mechanism options and height range adjustment options.
- c. Single worksurface configurations with heavy duty lifts should have a minimum adjustment range between 28" and 45".
- d. The monitor arrangement shall have the flexibility to be arranged in accordance with the optimal visual acuity of the operator, and allow for tilt, depth and independent height adjustment in accordance with visual sightline ergonomic requirements.

- e. Any monitor mounting systems shall have the ability to provide the required visual arc for applications where multiple monitors are being viewed in a single tier.
- f. The worksurface depth and monitor management system shall allow for the adequate focal depth adjustment of monitors, at a minimum of 16" – 30".
- g. The work surface edge shall be available with a soft urethane nosing which will have an ergonomic slope in order to minimize contact stress for the operator.

10. Worksurfaces

- a. The worksurface shall be designed in such a way as to closely match the base frame layout, and shall be shaped to provide maximum comfort, monitor viewing consistency, and operational ease for the operator.
- b. Worksurface shall be supported by steel structural frame, for greater long-term rigidity, and for better column lift performance. The console shall be able to support a single or split worksurface configuration and have the ability to change between the two options after installation by replacing the worksurface itself, but without requiring replacement of the base frame.
- c. The worksurface shall be available in various material options including 1" material with high pressure laminate finish, solid surface materials or compact laminate.
- d. Mounting of any structural components or functional elements to the underside of the worksurface shall be done using machine screws and appropriate threaded inserts placed in the work surface core.
- e. Using screws directly drilled to the worksurface core will not be accepted for safety, wear and tear and structural stability reasons.
- f. All work surface edging must be easily replaceable without having to remove or replace the entire work surface.
- g. No thermally fused, post formed, glued, T-Mold or laminate edging, or any non-field replaceable work surface edge material will be considered.

11. Display (Monitor) Management

- a. Multiple monitor mounting options shall be available including slatwall, open slatrail and automated monitor management system.

12. Slatwall Specification

- a. An integrated slatwall system mounted to the surface shall be provided for mounting of monitors and providing the necessary cable management routing from the base enclosures to the upper surfaces.

- b. The slatwall shall be a vertical, structural system capable of supporting large single and two-tier monitor arrays without any flex or sagging.
- c. Slatwall shall be modular in design and have the capability of switching out both the front and rear for multiple applications.
- d. Slatwall shall be configurable and provide options for 1) additional levels of slats, 2) Acoustic Fabric Panels, 3) Cable Access and Routing, 4) External Power/Data/USB connections.
- e. Access to slatwall shall be from both the front of the slatwall and the rear.
- f. Exterior paneling shall be independent from structural elements of frame allowing for replacement of components due to incidental damage or reconfigurations.
- g. Slatwall shall include front mounted modular panel for flush mount power and data desktop hook up.
- h. Slatwall shall be available in multiple heights in order to provide mounting for single array, double array, or large monitor configurations.
- i. Slatwall heights must be scalable from single, double and triple tier 6" to 12" to 18" allowing for flexibility over time to enable technology changes.
- j. Slatwall extrusions and all sheet metal parts must be finished in a durable, electrostatic powder coating, and be able to retrofit without any disassembly of the console.
- k. Frame shall be free of any visible welds and exposed formed metal edges.
- l. Brush grommets shall be required in every section of slatwall from the front to route power and data cords for monitors, and all other desktop equipment internally within the slatwall.

13. Open Slatrail Specification

- a. A continuous slatrail system shall be available as a base structure for mounting displays (monitor arms) and/or accessories along the layout of the console.
- b. Frame shall be secured using structural grade cast aluminum mounts to ensure a secure connection and provide superior loading capacity.
- c. The slatrail structure shall be attached to the console frame directly in order to ensure rigidity and minimize shaking of displays.
- d. The vertical structural supports shall be able to hold the horizontal slatrail beam in position with no significant deflection.
- e. The slatrail system shall be flexible to be made in any length or angle in order to follow the console layout.
- f. The slatrail shall be available in straight or curved configurations.
- g. The curved sections shall match the console layout and shall be flexible in terms of the desired arc diameter.

- h. The slatrail system shall be constructed out of a single continuous high strength beam, capable of mounting double tier displays on a single extruded track without significant deflection.
- i. The slatrail connection points shall be seamless thus providing a continuous slatrail across all console modules connected in a single layout.
- j. The slatrail system shall have full horizontal and vertical cable management.
- k. The cable management channels shall be covered with aesthetic extrusions once the cables have been placed.
- l. The cable management covers shall be removable without the use of tools and shall have no exposed hardware.
- m. The slatrail shall have the ability to add an additional power and data integration rail.
- n. The rail will be positioned directly under the slatrail extrusion and shall integrate all of the required data and cabling terminations required for the operation.
- o. The configuration of power and data options shall be fully flexible and to the end user requirements.
- p. All extrusion edges of the slatrail system shall be covered with casting end treatments to ensure a smooth termination and minimize potential for injury or equipment damage.
- q. The slatrail system shall not utilize any exposed hardware and shall have the ability to be color matched to any desired tone. The frame shall be free of any visible welds and exposed formed metal edges.

14. Automated Monitor Management System

- a. An electrical actuated desktop monitor management system shall be capable of manual and automated horizontal and vertical movement.
- b. The system shall be constructed of heavy-duty steel and aluminum extrusions, and capable of supporting up to 5 wide x 2 high standard-sized LCD monitors (24"). System shall be supported by a high load 500lb (220kg) capacity track.
- c. System shall be managed through an LED desktop control, an LCD desktop/touch screen or through a computer interface on an LCD monitor.
- d. System shall have integrated wire management capable of supporting all video and power cables.
- e. System shall support a slatrail mounting system which is configurable and can be straight, mitered or curved to meet ergonomic requirements.
- f. Monitors shall be mounted on the slatrail with adjustable, quick release tilt knuckles.

15. Automated Sit/Stand

- a. The full console sit-to-stand height adjustment shall be available. Console shall use a minimum of two columns for greater reliability and stability unless required by loading.
- b. The top section of the console raises both the upper viewable equipment and the worksurface together using an electric actuator.
- c. With the use of an electric drive system, no physical demands shall be placed on the end-user when using the sit/stand function.
- d. The lift system shall operate virtually silent and compensate for differential loads from side to side, preventing racking or damage to the structure.

16. Heavy Duty Lift System

- a. The console shall use heavy duty electro-mechanical columns with a 2,500N (562lb-force) load per column. The number of columns used shall be based on specific loading conditions at each site.
- b. The configuration shall be evaluated and approved by a Professional Engineer currently licensed to do work in the state of Oklahoma.
- c. The maximum load on the work surface is 10,000N (2,248lb-force) with three lift columns.
- d. If a keyboard platform is utilized in the design, it shall use electro-mechanical columns with a 1,200N (270lb-force) load per column for a total of 2,400N (540lb-force) when using two light-duty lift columns.

17. Column Housings

- a. The column housing shall be modular in such a way as to be removable from the main frame if needed.
- b. The housing shall contain all of the lifting mechanisms required to provide the applicable height adjustment.
- c. The selected lifting mechanisms shall not be mounted directly to the floor of the control room.
- d. The lifting mechanism shall have the ability to be positioned anywhere along the horizontal mounting rails, allowing for greater flexibility of adjustable platform size changes, future re-configuration capability and optimum structural support.
- e. The housing shall be a self-contained unit that will provide all structural support for the lift mechanisms as well as all required cable management and floor cable/data access.
- f. Housing shall be capable of supporting heavy duty and light duty adjustable electro-mechanical columns in single or multiple configurations.
- g. Access panels shall allow easy access to the columns and wire management energy chains.

- h. Column housing enclosures shall have flexibility in height and width to support ergonomic and equipment requirements.

18. Frame Configuration

- a. The frame shall have the ability to be configured to achieve the required layout that best addresses the functional and operational needs of the operator.
- b. The frame shall be designed in such a way as to provide an open and spacious environment for the operator. The intent of the frame is to leverage remote PC configurations, thus not requiring large CPU storage at the base of the console.
- c. As a result, the span between column housings shall be free of any obstructions and the lowest point of the frame shall be at least 10" from the floor.
- d. Modular CPU storage shall be integrated into the open frame design. The storage shall be available as a reduced depth (side mounted CPU's) or Full Depth (front to back mounted CPU's). Must include the ability to open from the top to access.
- e. The CPU storage shall attach to the base frame and shall fully visually and functionally integrate into the overall console.
- f. The CPU cavities can be removed and/or reconfigured at any time in the future without affecting the performance of the console positions.
- g. All added CPU options shall have their own independent cable management and shall not require the use of core console cable management raceways.

19. Electrical and Data Systems and Requirements

- a. The consoles shall have an integral modular power distribution system to provide flexibility and expandability of console locations, without the need of floor monuments.
- b. Power distribution system shall have the following functionality:
 - i. 8-wire / 3 circuit system utilizing NEMA 5-20R receptacles in a 3-3-2 combination. Each 20-amp circuit shall be capable of connecting multiple circuit distribution bars to various positions without the need for electrical contractor installation.
 - ii. Fully UL certified components
 - iii. Armored cable whips
 - iv. Ability to control each circuit independently.
 - v. Ability to provide a singular power distribution system between multiple console positions (using the internal console cable management system) without the need for a raised floor or ceiling drops.
 - vi. Color coding around the receptacles must differentiate multiple power sources.
 - vii. R56 Compliant.

- c. The console frame shall be conducive to electrical grounding without need to drill or modify frame elements on-site.
- d. The console shall have the ability to integrate commercial grade, UL/CSA/CE listed power bars (power strips) within the structure.
- e. An option for surface desktop mounted or Slatwall mounted user-accessible power, voice, and data connections must be available.

20. Cable Management / Technology Raceway

- a. The console shall have continuous cable and technology raceways that are reconfigurable, thus allowing uninterrupted cable management.
- b. A minimum of 2 tiers of cable management trays shall be available in the technology raceway.
- c. The console shall have a self-contained dynamic cable management system (energy chains) to ensure cable transition between static and dynamic parts of the console are pre-strained and shall not experience any movement during dynamic operation of the console.
- d. Cable management system to minimize potential damage or accidental disconnection.
- e. The energy chains shall be placed either in the column housing units (front to back full “U” collapsing), or laterally between column housing units along the top of the frame (lateral “L” collapsing).
- f. Easy access to the technology raceway shall be from the front and rear of console. The console shall have dedicated cable access ports in each of the column housing units.

21. Lighting

- a. Consoles to include task lighting with articulating arm, a base that lighting does not easily disconnect from, and effective cable management providing maximum light control and ease of use.
- b. Light to include switch to control variable intensity and non-glare lens.

22. Situational Awareness System

- a. The system shall be capable of providing visual alerts through continuous slatrail mounted plexi-glass at each operator location, with options for alerts illuminated via undercounter lighting and/or worksurface nosing edge lighting.
- b. Visual alerts shall be controlled by, at a minimum, a user controllable pre-programmed analog switch.
- c. Visual alerts shall also be controllable by Environmental Control desktop touch screen and have the ability to be controlled by a software development kit and connect to the phone and radio to display a user defined color.

23. Environmental Controls

- a. A single interface unit that controls all environmental settings (heating, cooling, task lights, etc.) must be available. It shall be mobile in design, allowing the individual user to place the unit anywhere on the work surfaces, and within reach to meet ADA requirements.
- b. The Environmental Control Unit shall have desktop touch screen controller and touch sensitive LCD screen interface, contained within durable housing material.
- c. Unit to have audio, USB and display ports, plus environmental control ports for audio speaker out, lighting control, motion sensor, display/touchscreen, fans, alternating current (AC) power, 12V incoming DC power control.
- d. The Environmental Control Unit shall have incremental control over radiant or forced air heating and cooling, lighting, lift columns, fans, and speakers, white noise generator, and on/off control over 1 auxiliary device.
- e. The Environmental Control Unit shall have field upgradeable software, and be operated via touch screen, or on Windows 10+ based PC controls using a USB Type C port.
- f. Individual device control shall be identified by unique, on-screen icons. Touching an icon will lead to a secondary screen that allows the user to control the function of the corresponding device.
- g. While in the control mode for any device the touch screen will indicate, where appropriate, status of that device (ON/OFF) or its percentage of maximum output (output available through the ECU) in increments of 10%.
- h. The Environmental Control Unit shall comply with FCC Rules Part 15, Subpart B (2006).
- i. Operation is subject to the following two conditions. (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
- j. Environmental Control device shall bear the cULUS mark and comply with the following safety standards:
 - i. UL916 – Energy Management Equipment
 - ii. UL 873 – Temperature-Indicating and –Regulating

24. Additional Accessories

- a. Additional optional accessories not currently specified in Proposal document, may be provided by Respondent to present additional features and functionality.

25. Materials Specification

- a. The console finishes shall be available in high pressure laminate (HPL), compact laminate, stainless steel, solid surface, engineered stone or other site-specific materials.
- b. While the base structure will remain the same, the external materials shall be available with any combinations of finishes depending on the application.
- c. The external materials shall be interchangeable before or after the console installation.

26. Metal Components

- a. All sheet metal components shall be cold rolled steel (CRS) (min. yield of 27 ksi and modulus of elasticity of 29 x 10⁶ psi) with powder coat finish.
- b. Components must be formed in such a way as to provide maximum buckling and torsional resistance.
 - i. Structural Components: 14GA
 - ii. Panels and other Components: 16GA
 - iii. Heavy Duty Mounts/supports: 10GA
- c. All metal components shall have a powder coat finish (black) for better adhesion and resistance to chalking and color change, corrosion resistance and exterior durability.
- d. The components shall be washed and cleaned prior to powder coating. The powder coat shall conform to the following specifications:
 - i. Polyester TGIC powder designed for better adhesion and resistance to chalking and color change, corrosion resistance and exterior durability.
 - ii. Tested as per ASTM D5965 (specific gravity); D523 (gloss); D1005 (thickness); D3363 (hardness); D2794 (impact resistance); D522 (mandrel); B117 (salt spray); D1735/2247 (humidity).

27. Aluminum Components

- a. Structural extrusions shall be constructed of thick wall aluminum alloy 6063-T54 with 30 KSI Yield Strength. Surface pre-treatment includes:
 - i. 3 stage cleaning process for steel and aluminum using high alkaline liquid detergents.
 - ii. 1 stage iron phosphate coating that: -Meets Federal specifications TT-C-490, Type II.
 - iii. Increases paint adhesion and corrosion resistance.

28. Wood and High-Pressure Laminate (HPL) Panels

- a. All wood panels shall be constructed using a $\frac{3}{4}$ " or 1" particle board substrate with high pressure laminate to both sides.
- b. The high-pressure laminate finish shall be high impact and scratch resistance.
- c. The successful Respondent shall provide samples of standard color options for selection by the customer.
- d. The HPL shall meet or exceed NEMA standards in the following categories:
 - i. Thickness: 0.039" +/-0.005"
 - ii. Impact resistance: greater than 30" (based on standard ball drop test)
 - iii. Surface wear resistance: Meet or exceed 400
 - iv. Stain resistance (Reagents 1-10): No effect
 - v. Radiant heat resistance: greater than 100sec.
- e. Laminate surfaces shall pass all relevant NEMA testing with No Effect or Slight Effect
- f. Solid Surface components shall pass ASTM D636, ASTM D 790, ASTM D 2583 ASTM D 696, ASTM D648, ASTM D 256, ASTM D792, ASTM NEMA LD 3-3.03, 3.05, 3.06, 3.08 3.10, ANSI Z-124.3, ANSI/NSF Standard 51, ISSFA SST 2.10, 3.1-00,4.1, 5.1 8.1-00, 7.1, 9.1-00

29. Color Scheme

- a. Colors for all components provided are to be selected from manufacturer's standards. A minimum of four (4) full sets of material and edge samples must be submitted by the successful Respondent.
- b. Colors to be complimentary to new carpet that will be replaced in coordination with this project through a separate contract with City's vendor.

VII. DELIVERABLES:

The products, reports, and plans to be delivered to the City by the awarded Respondent will include:

1. Drawings and Specifications

- a. Both electronic and hard copy with a printed, readable format not to exceed 11" x 17" as needed to provide a complete and approved design by PSC and City staff. Suggested milestones:
 - i. Preliminary – 25%
 - ii. Design Development – 65%
 - iii. Pre-Final – 95%
 - iv. Final – 100%
 - v. As-builts – to be provided after project completion

2. Furniture consoles

3. Storage units

VIII. PERFORMANCE METRICS AND CONTRACT MANAGEMENT:

Performance Metrics

The following performance metrics highlight key priorities that will be analyzed with the awarded Respondent collaboratively during the life of the contract. This is not an exhaustive list, but rather an indication of significant performance metrics of interest to City of Tulsa. The City looks forward to working with awarded Respondents to define additional important performance metrics during contract negotiations. The final set of performance metrics and frequency of collection will be negotiated by the successful Respondent and the City prior to the finalization of an agreement between parties and may be adjusted over time as needed.

Performance Metric	Data Source	Data Collection Frequency	Data Collection Responsibility
Adhering to scheduled milestones	Project Schedule	Weekly, Bi-Weekly, Monthly	Respondent
Written Status Updates	Project Schedule	Weekly, Bi-Weekly, Monthly	Respondent

Contract Performance Monitoring

As part of the City's commitment to becoming more outcomes-oriented, we seek to actively and regularly collaborate with awarded Respondents to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive service improvements, ensure compliance, inform trends to be monitored, and evaluate results and performance. During the regular meetings that occur throughout the term of the contract, it is anticipated that the following topics will be regularly discussed:

- Current status of performance metrics
- Topics of interest or concern to the Respondent
- Discussion and troubleshooting of challenges
- Review of activities on the horizon
- Review of budget and spending this year-to-date
- Weekly review of the project timeline, product delivery, scheduling of work packages and activities, issues anticipated and notification of early completion or schedule delays.
- Weekly written status updates.

IX. INSTRUCTIONS FOR SUBMITTING A PROPOSAL:

All submittals must follow the format described in this section. Respondents are encouraged to submit clear and concise responses to the RFP. The City reserves the right to include or exclude any part of the submittals in the final agreement with the selected Respondent.

- Four (4) bound copies of the submittal, one (1) unbound, reproducible copy, and one thumb drive (or other digital medium) containing a PDF copy must be submitted.
- Each submittal shall contain no more than **40 double-sided 8-1/2" x 11" or 11" x 17" pages** (not counting section divider pages). 11" x 17" pages must be bound in submittal and folded in half.
- Font shall be no less than 10 pt.
- All pages shall be numbered.
- Submittal shall be provided **in Evaluation Criteria order** (Parts 1, 2, 3, 4, 5 and 6) as established in Section IX and the Respondent Checklist of this RFP.

- A.** Proposals must be received by **5:00 p.m.** on Wednesday, **04/19/2023**, Central Daylight Time. Please place proposals in a sealed envelope or box clearly labeled "**RFP 23-440, "Console Furniture at PSC 911"**".

Proposals received late will be returned unopened.

- B.** Proposals shall be delivered and sealed to:

Deputy City Clerk
City of Tulsa
175 E. 2nd St.
Suite 260
Tulsa, OK 74103

- C.** All interested Respondents are required to register with the Buyer to receive updates, addenda or any additional information required. You can learn more about the registration process on the following website:
<https://www.cityoftulsa.org/government/departments/finance/selling-to-the-city/register-as-a-vendor/>.

The City is not responsible for any failure to register.

- D. Inquiries or questions to the Buyer requesting clarification regarding the Request for Proposal must be made via e-mail and must be received prior to the end of the business day on April 5th, 2023.

Darin Johnson, Buyer
darinjohnson@cityoftulsa.org

Any questions regarding this RFP will be handled as promptly and as directly as possible. If a question requires only minor clarification of instructions or specifications, it will be handled via e-mail. If any question results in a substantive change or addition to the RFP, the change or addition will be forwarded to all registered Respondents as quickly as possible by addendum.

- E. Proposals will be opened on the morning after the due date, at 8:30am, at the:

Standards, Specifications, and Awards Committee Meeting
175 East 2nd Street, 2nd Floor
City Council Chamber

X. RESPONSES QUESTIONS AND PROPOSAL REQUIREMENTS

To be considered, interested Respondents should submit or address the following questions or information requests:

Evaluation Criteria Part 1 | COVER LETTER / EXECUTIVE SUMMARY

1. The names of the key members of the Respondent team.
2. The mailing address, telephone number, and the name of the main point of contact for the Respondent team.
3. A summary of the Respondent's experience with projects of similar scope and the significant advantages to selecting the Respondent.

Evaluation Criteria Part 2 | QUALIFICATIONS AND EXPERIENCE

1. Provide detail relating to the experience and qualifications of the members of the team, including an organization chart showing all key personnel who will assigned to this project.
2. Submit brief resumes demonstrating the training, experience, and other qualifications of the key personnel who will be assigned to this project.
3. Share detail on a "lessons learned" project. What did the Respondent do to mitigate any negative impacts and or learn from the project.
4. Provide list of at least three (3) projects of similar size to this scope, assembled in the past two years (reference 4.d. above).
5. Provide list of at last (3) projects of similar size to this scope, assembled seven years ago or longer (reference 4.e. above).

Evaluation Criteria Part 3 | CONFORMANCE WITH SPECIFICATION

1. What options can be provided that meet the requirements listed?
2. How customized can units be configured so as not to affect cost greatly while meeting the needs and requirements of the PSC?
3. Are there existing facilities that have the Respondents' proposed products that can be toured within the Oklahoma or Texas area?
4. Provide information about warranty inclusions, exclusions and durations of coverages.

Evaluation Criteria Part 4 | SERVICE DELIVERY AND TIMELINE

1. Provide a detailed description of your organization's ability, approach, and methodology for this project in line with the RFP objectives and key elements outlined in the Scope of Services.
2. Implementation Timeline: Provide an implementation timeline for the project, including key milestones related to the Scope of Services. Include estimates of the timeframes estimated to complete each task.

Evaluation Criteria Part 5 | PROJECT MANAGEMENT AND REPORTING

1. Describe your proposed method of project management for this project. How does your organization incorporate continuous quality improvement and performance measurement into the work you do today?
2. How do you plan to incorporate this into the proposed project, to improve practice and meet goals?
3. How will you communicate with the PSC project team in a responsive and proactive manner?

Evaluation Criteria Part 6 | PRICE SHEET SUMMARY EXHIBIT A

1. Complete and submit Price Sheet Summary Exhibit A, as contained in this RFP.
2. Responses must include:
 - i. Pricing for each new installation or upgrade component.
 - ii. Manufacturer and model number for each new hardware and software installation or upgrade component.
 - iii. Professional services to complete the project implementation, including:
 - Project management and planning
 - Setup and testing
 - Implementation plan
 - Technical training
 - Client training
 - System cutover
 - Annual maintenance costs with option to renew terms annually as funds are allocated

- Training and support
- iv. Pricing for any additional and/or necessary outside technical expertise or consultation.
- v. Pricing for any additional and/or necessary sub-contracting from outside services.
- vi. Pricing for ancillary hardware or software not contained in the proposal.
- vii. Shipping and delivery costs for each new installation or upgrade component (can be added into hardware cost).
- viii. Narrative and justification: Present a detailed cost narrative that explains the basis and rationale for the costs proposed.

XI. EVALUATION OF PROPOSALS:

The approval of the selected Respondent will be subject to the final determination of the City and will be contingent on the successful completion of a contract between the City and the selected Respondent(s).

The City of Tulsa is not obligated to award a contract to the lowest priced Proposal and may accept the Proposal that the City of Tulsa determines provides the best value to the City of Tulsa based upon evaluation criteria described above.

Exhibit A, Price Sheet Summary, shall be evaluated in the following manner: The lowest proposed price will receive the maximum score of 25 points and all higher proposed prices will receive proportionately lower scores.

All bids will be evaluated using the following criteria:

Category	Total Points
Part 1: Cover Letter / Executive Summary	5
Part 2: Qualifications and Experience	25
Part 3: Conformance with Specifications	10
Part 4: Service Delivery and Timeline	15
Part 5: Project Management and Reporting	15
Part 6: Price Sheet Summary <u>Exhibit A</u>	30

The City of Tulsa also reserves the right to evaluate based on the full list of eligible criteria listed in [Title 6, Chapter 4](#) of the Tulsa Revised Ordinances (TRO): https://library.municode.com/ok/tulsa/codes/code_of_ordinances.

XII. MISCELLANEOUS

- A.** The City expects to enter into a written Agreement (the “Agreement”) with the chosen Respondent that shall incorporate this RFP and your Proposal. Further, Respondent will be bound to comply with the provisions set forth in this RFP. In addition to any terms and conditions included in this RFP, the City may include in the Agreement other terms and conditions as deemed necessary. Your response to this RFP will be considered part of the Agreement, if one is awarded to you.
- B.** All data included in this RFP, as well as any attachments, are proprietary to the City of Tulsa.
- C.** The City of Tulsa notifies all possible Respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.
- D.** All Respondents shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination. They shall also comply with the Americans with Disabilities Act (ADA).
- E.** The use of the City of Tulsa’s name in any way as a potential customer is strictly prohibited except as authorized in writing by the City of Tulsa.
- F.** The City assumes no responsibility or liability for any costs you may incur in responding to this RFP, including attending meetings or contract negotiations.
- G.** The City is bound to comply with Oklahoma’s Open Records Act, and information submitted with your proposal, with few exceptions, is a matter of public record. For specifics on the Oklahoma Open Records Act, see the link here: <https://libraries.ok.gov/law-legislative-reference/library-laws/statutes-open-records/>.
The City shall not be under any obligation to return any materials submitted in response to this RFP request.
- H.** The City shall not infringe upon any intellectual property right of any Respondent but reserves the right to use any concept or methods contained in the proposal. Any desired restrictions on the use of information contained in the proposal should be clearly stated. Responses containing your proprietary data shall be safeguarded with the same degree of protection as the City’s own proprietary data. All such proprietary data contained in your proposal must be clearly identified.
- I.** The City of Tulsa also notifies all Respondents that the City has the right to modify the RFP and the requirements herein, to request modified proposals from Respondents, and to negotiate with the selected Respondent on price and other contract terms, as necessary to meet the City’s Objectives.

Respondent Checklist

Use this checklist to ensure You have properly read and completed all documents listed below. This document (the RFP) contains all the following materials, which must be completed and returned to the City of Tulsa Clerk's Office. We recommend You include this checklist with your proposal.

Respondent's Name: _____

Respondent Checklist	
Respondent Documents	INCLUDED?
Part 1: Cover Letter / Executive Summary	
Part 2: Qualifications and Experience	
Part 3: List of at least 3 projects of similar size to this scope in past two (2) years. Include Company or Agency name, location, contact person name, and phone number	
Part 4: List of at least 3 centers of similar size to this scope in past seven (7) years or longer. Include Company or Agency name, location, contact person name, and phone number	
Part 5: Conformance with Specifications	
Part 6: Gantt chart schedule of final layout, color selection	
Part 7: Service Delivery and Timeline	
Part 8: Project Management and Performance	
Part 9: Price Sheet Summary Exhibit A (required form)	
Respondent Information Sheet (required form)	
Affidavit (Non-Collusion and Interest) (required form)	
Additional Information (Optional)	

Respondent Information Sheet

Respondent's Legal Name: _____

(Must be Respondent's company name as reflected on its organizational documents, filed with the state in which Respondent is organized)

State of Organization: _____

Respondent's Type of Legal Entity: (check one)

- | | |
|--|--|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Limited Partnership |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Other: _____ |

Respondent's Address: _____
Street City State Zip Code

Respondent's Website Address: _____

Sales Contact:

Name: _____

Title/Position: _____

Street: _____

City: _____

State: _____

Phone: _____

Email: _____

Contact for Legal Notice:

Name: _____

Title/Position: _____

Street: _____

City: _____

State: _____

Phone: _____

Email: _____

How did you learn about this business opportunity with the City of Tulsa?

- ☐ Email from Assigned Buyer
- ☐ City of Tulsa Website
- ☐ Tulsa World posting
- ☐ Purchasing search engine
- ☐ Industry colleague
- ☐ Other: [Click or tap here to enter text.](#)

Exhibit A Price Sheet Summary

Respondent's Legal Name: _____

(Must be Respondent's company name as reflected on its organizational documents, filed with the state in which Respondent is organized)

Please present a Fee Schedule for RFP services and products along with a detailed cost narrative that explains the basis and rationale for proposed costs:

- | | | |
|-----|--|----------|
| 1. | Furniture consoles (51), including shipping, delivery, assembly, start-up, testing, and installation | \$ _____ |
| 2. | Storage lockers (140), including shipping, Delivery and installation | \$ _____ |
| 3. | Design services | \$ _____ |
| 4. | Training and support | \$ _____ |
| 5. | Annual maintenance | \$ _____ |
| 6. | Additional technical support (if any) | \$ _____ |
| 7. | Ancillary hardware or software | \$ _____ |
| 8. | Breakdown and removal of existing consoles | \$ _____ |
| 9. | Clean up of workstations, accessories, and vacuum dispatch room(s), and floors | \$ _____ |
| 10. | Bonding and insurance costs | \$ _____ |

TOTAL	\$ _____
--------------	-----------------

By signing here, I affirm that these prices are my formal offer and agree to the inclusion of City of Tulsa's general contract terms and conditions as listed in Appendix A in any contract with the City of Tulsa.

Company Name: _____

Date: _____

Signature: _____

Name Printed: _____

Title: _____

AFFIDAVIT
NON-COLLUSION AND INTEREST

STATE OF _____)
COUNTY OF _____)ss.

I, _____, of lawful age, being first duly
sworn, state that:
(Respondent's Authorized Agent)

1. I am the Authorized Agent of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among Bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the proposal to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of Respondent's Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Bid; and
3. Neither the Seller nor anyone subject to the Respondent's direction or control has been a party:
 - a. to any collusion among Bidders in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding,
 - b. to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between Bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.
4. No officer or employee of the City of Tulsa either directly or indirectly owns a five percent (5%) interest or more in the Bidders business or such a percentage that constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa own an interest in the Bidders business which is less than a controlling interest, either direct or indirect.

By: _____
Signature
Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____
Notary Commission Number: _____

**The Affidavit must be signed by an authorized agent and
notarized**

APPENDIX A – City of Tulsa General Contract Terms

It is anticipated that the City of Tulsa will enter into an Agreement with the selected Respondent for an initial term ending one (1) year from the date of its execution by the City's Mayor, with four (4) one-year renewals available at the option of the City. Contracts entered into by the City of Tulsa generally include, but are not limited to, the following terms:

1. **Renewals.** Respondent understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Services set forth in this Agreement is subject to City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 1st to June 30th) in which such Services are purchased. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by City.
2. **No Indemnification or Arbitration by City.** Respondent understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Respondent harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Respondent shall not limit its liability to City for actual loss or direct damages for any claim based on a breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled. City will not agree to binding arbitration of any disputes.
3. **Intellectual Property Indemnification by Respondent.** Respondent agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of every nature brought against them due to the use of patented, trademarked or copyright-protected appliances, products, materials or processes provided by Respondent hereunder. Respondent shall pay all royalties and charges incident to such patents, trademarks or copyrights.
4. **General Liability and Indemnification.** Respondent shall hold City harmless from any loss, damage or claims arising from or related to the performance of the Agreement herein. Respondent must exercise all reasonable and customary precaution to prevent any harm or loss to all persons and property related to this Agreement. Respondent agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and material furnished by Respondent or Respondent's subcontractors under the scope of this Agreement.
5. **Liens.** Pursuant to City's Charter (Art. XII, §5), no lien of any kind shall exist against any property of City.
6. **No Confidentiality.** Respondent understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 *et seq.*) and therefore cannot assure the confidentiality of contract terms or other information provided by Respondent pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements there under.
7. **Compliance with Laws.** Respondent shall be responsible for complying with all applicable federal, state and local laws. Respondent is responsible for any costs of such compliance. Respondent shall take the necessary actions to ensure its operations in performance of this contract and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Respondent certifies that it and all of its subcontractors to be used in the performance of this agreement are in compliance with 25 O.S. Sec. 1313 and participate in

the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1313 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

8. Right to Audit. The parties agree that books, records, documents, accounting procedures, practices, price lists or any other items related to the Services provided hereunder are subject to inspection, examination, and copying by City or its designees. Respondent shall retain all records related to this Agreement for the duration of the contract term and a period of three years following completion and/or termination of the contract. If an audit, litigation or other action involving such records begins before the end of the three-year period, the records shall be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three-year retention period, whichever is later.
9. Governing Law and Venue. This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue.
10. No Waiver. A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.
11. Entire Agreement/No Assignment. This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise, relating to the subject matter of this Agreement. This Agreement may only be modified or amended in writing and signed by both parties. Notwithstanding anything to the contrary herein, the City does not agree to the terms of any future agreements, revisions or modifications that may be required under this Agreement unless such terms, revisions or modifications have been reduced to writing and signed by both parties. Respondent may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City's prior written consent. Respondent shall not be entitled to any claim for extras of any kind or nature.
12. Equal Employment Opportunity. Respondent shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.

PACKING LABEL

FROM: [Name]

[Respondent's legal name]

[Street Address]

[City, State, Zip Code]

City of Tulsa - City Clerk's Office

175 East 2nd Street, Suite 260

Tulsa, OK, 7410

Respondent Submission For:

RFP# 23-440

RFP DESCRIPTION: Console Furniture at PSC 911 Center

This label ensures that Your proposal will be sent to the correct office (City Clerk's) and that it is associated with the correct Solicitation (indicated by the RFP number).

Proposals must be sealed and either mailed or delivered to the City Clerk's Office.

Proposals must also be received no later than 5:00 PM (CST) on date listed on the first page of the RFP.