COUNTY AGENDA REQUEST

Department:	Communications	Presenter(s):	Cheryl Rogers, Director
Meeting Date:	Thursday, December 13, 2012	Type of Request:	New Business

Wording for the Agenda:

Consideration of staff's request to award Bid #851- E-911 Workstation Replacement to Watson Furniture Group, Inc., in the amount of $122,912.50, for the installation and maintenance of ergonomic workstations, to authorize an additional purchase of 10 chairs in the amount of $5,500.00, and to authorize the Chairman to sign the contract and related documents after the County Attorney's review.

Background/History/Details:

The workstations currently in use at the E-911 Communications Center were installed in 1996 and are made of press board and plastic components. Over time the keyboard trays no longer raise or lower, and if they are raised they can slam down on an operator's knees. During the recent budget hearings, Communications staff informed the Board of the problems associated with the workstations. Funds from the collection of 911 fees, in the amount of $150,000.00, have been set aside for this purpose.

The Purchasing Department issued Request for Proposals #851 to seek proposals from companies that have the expertise to provide, install, and maintain workstations that help to provide an environment that works best for E-911 professionals. Notifications were direct-mailed to 31 vendors and were extended via the Fayette Daily News, the county website, Georgia Local Government Access Marketplace, and Channel 23. Eight vendors responded. After careful review, staff recommends awarding the bid to Watson Furniture Group in the amount of $122,912.50.

Staff is also asking permission to purchase ten high-intensity chairs to complement the workstations with an anticipated cost of $5,500.00. The total aggregate cost of the workstations and chairs is 128,412.50. This will leave a balance of approximately $21,587.50 in E-911 fees.

What action are you seeking from the Board of Commissioners?

Consideration of staff's request to award Bid #851- E-911 Workstation Replacement to Watson Furniture Group, Inc., in the amount of $122,912.50, for the installation and maintenance of ergonomic workstations, to authorize an additional purchase of 10 chairs in the amount of $5,500.00, and to authorize the Chairman to sign the contract and related documents after the County Attorney's review.

If this item requires funding, please describe:

Funding in the amount of $150,000 is contained within the CIP fund, project 3215B, E-911 workstation replacements.

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Yes	Reviewed by Legal	
Approved by Purchasing	Yes	County Clerk's Approval	Yes
Administrator's Approval	Yes		

Staff Notes:

FAYETTE COUNTY E 9-1-1 COMMUNICATIONS
Memorandum

TO: Mr. Jack Krakeel

FROM: Cheryl Rogers, Director

DATE: November 28, 2012

RE: Proposal #P851 Dispatch Consoles

The workstations in the 9-1-1 Center were purchased in 1996 when the consolidation of dispatch centers took place. These workstations are no longer efficient as the keyboard trays no longer work and if the operator attempts to use them they can fall onto the operators knees. The under panels also have a habit of falling onto the operators legs. They have served their purpose and it is time to replace them. Funds from the collection of 9-1-1 fees were set aside for this project in the amount of $150,000. At the time, it was felt that we could provide eight ergonomic workstations for that price.

Seven vendors submitted proposals for ergonomic workstations and intensive use chairs and one vendor just on the chairs. The highest proposal submitted was $149,555. And the lowest proposal was $43,850. In the request vendors were asked to provide layout designs for eight consoles and ten consoles (this was for expansion purposes). The lowest bidder (Sheffield) is more of a distributor of general use furniture. It does not appear to be suited for the specialized needs of a Public Safety Answering Point (PSAP). The medium and higher priced proposals were from vendors (e.g. Watson, Xybix and Eaton) who specialize in the needs of PSAP's, they are subject matter experts in this field and develop their products accordingly.

A review committee was set up and proposals were rated based on the evaluation criterion listed in the RFP: Specifics of the submitted proposal, Experience of the firm in providing similar services to local or state PSAPs/ Rerferences, Experience and qualifications of the firm, and experience, education, and qualifications of the individuals assigned to this project, Pricing and Estimated time of completion.

The top two firms, Watson Furniture and Xybix Systems Inc. were selected based on the criterion. After negotiations with both companies to provide their best and final proposed amount for a ten console design, Watson Furniture was the consensus recommendation of the committee.

Watson has worked specifically with 9-1-1 Centers in designing workstations that are ergonomic and efficient to dispatchers needs. Their product is durable and several surrounding centers use these consoles. The committee checked with these centers and found that the customers were very happy with the product, it's efficiency and the service provided by Watson. Watson worked closely with these centers to ensure the layout and design met every need of the center for current and future growth.

The layout Watson provided for the eight and ten console design appears to be more than adequate for this center's needs. As these consoles are quite large and heavy, it is not recommended to move them around once they are settled. The committee felt the request of ten consoles was in line with the intent of the project and would be best to get all the furniture at once and settled into one place so as not to move around furniture in the future.

E 9-1-1 recommends the Board of Commissioners accept the proposal from Watson Furniture at a price of $122,912.50 for the ten consoles, well within the project price.

Intensive use chairs to accompany the new consoles are being requested by the committee. After review of the vendors proposals for intensive use chairs, it was felt we could do better to purchase chairs ourselves. Chairs need to be able to fit a variety of heights and weights and is not a one size fits all need. We request to be able to purchase chairs from the funds provided by this project as well as the ten consoles bid through this request for proposals. Funds utilized for chairs would not exceed $5,500 for ten intensive use chairs. The cost of the ten ergonomic consoles and ten intensive use chairs is expected to be $128,412.50 leaving $21,587.50 in project funds.

Fayette County GEORGIA

Where Quality Is A Lifestyle

To: Jack Krakeel

From: Ted L. Burgess

Date: November 28, 2012

Subject: RFP #851: E 9-1-1 Workstation Replacement

Workstations at the E 9-1-1 Center are in use 24 hours a day, seven days a week. This means that the desks, chairs, and other equipment must be able to withstand the constant use. More importantly, it must be appropriate for the employees who remain at their duty stations for long hours each shift. Workstations must be designed to minimize stress and fatigue for system operations during shifts of up to 12 hours, and minimize impact of repetitive-motion activities. The equipment currently used was acquired sixteen years ago, when the Center was first occupied.

The Purchasing Department issued Request for Proposals #851 to seek proposals from companies that have the expertise to provide, install, and maintain workstations that help to provide an environment that works best for E 9-1-1 professionals. Notifications were direct-mailed to 31 vendors. In addition, notifications were extended via the Fayette News, the county website, Georgia Local Government Access Marketplace (www.glga.org), and Channel 23. Eight vendors responded to the RFP (please see the attached spread sheet). Seven of the vendors proposed complete work stations, while one proposed to only provide chairs.

A committee of E 9-1-1 staff evaluated the proposals based on the following criteria, as set forth in the RFP:

1. Specifics of the proposal
2. Experience in providing similar services
3. Experience and qualifications of the firm, and individuals assigned to the project
4. Price proposals
5. Estimated time to complete the project

Based on the evaluation, and numerical scores assigned for each criterion, the Watson Furniture Group, Inc. and Ergoflex Systems, Inc. (doing business as Xybix) were the two top-scoring companies.

As requested in the RFP, companies provided floor plans and price proposals for eight workstations. They also provided an additional floor plan for ten workstations, to allow for future expansion. Upon review of price proposals, it was determined that the best value for high-intensity chairs could be obtained by purchasing them separately. In consideration of future needs, E 9-1-1 staff asked for a best-and-final offer from the two top-scoring companies, for the ten-workstation configuration, but without chairs.

Their responses were as follows:

	Equipment	Maintenance	Total
• Watson Furniture Group, Inc.	$121,412.50	$1,500.00	$122,912.50
• Ergoflex Systems, Inc.	$134,111.90	5,500.00	139,611.90

Based on the best-and-final offers, E 9-1-1 recommends award of the contract to Watson Furniture Group. They also recommend a set-aside of $5,500 to purchase high-intensity chairs. I support the recommendations.

Attachment

Fayette County, Georgia
Request For Proposals #851: Console Work Stations & High Intensity Chairs
(Proposals for Eight Workstations Except Where Noted)

		Vendor	Console Work Stations	High Intensity Chairs	Total Equipment	Maintenance (Years 2-4)	Total
1.		C-W-C, LLC	$140,936.00	$5,720.00	**$146,656.00**	$2,899.98	**$149,555.98**
2.	a	ERGOFLEX SYSTEMS, INC. DBA XYBIX SYSTEMS, INC. - 10 Workstations	129,894.90	10,000.00	**139,894.90**	5,500.00	**145,394.90**
	b	ERGOFLEX SYSTEMS, INC. DBA XYBIX SYSTEMS, INC. - Eight Workstations	108,201.78	10,000.00	**118,201.78**	5,500.00	**123,701.78**
3.		EATON / WRIGHT LINE	100,181.65	9,168.00	**109,349.65**	0.00	**109,349.65**
4.		WATSON FURNITURE GROUP, INC.	95,154.70	4,761.60	**99,916.30**	1,500.00	**101,416.30**
5.		E TECHNOLOGY SYSTEMS LLC	76,360.00	12,384.00	**88,744.00**	0.00	**88,744.00**
6.		DISPATCH PRODUCTS	68,890.00	6,928.00	**75,818.00**	1,800.00	**77,618.00**
7.	a	SHEFFIELD OFFICE PRODUCTS - BIG STANDARD	37,000.00	5,300.00	**42,300.00**	2,250.00	**44,550.00**
	b	SHEFFIELD OFFICE PRODUCTS - STANDARD	37,000.00	4,600.00	**41,600.00**	2,250.00	**43,850.00**
8.		GEORGIA CORRECTIONAL INDUSTRIES	NO BID	6,600.00	**6,600.00**	0.00	**6,600.00**