



Lincoln County Board of Commissioner's Agenda Item Cover Sheet

Board Meeting Date:		Agenda Item Type:	Consent Agenda:	Public Hearing:	Regular Agenda:	
Submitting Person:		Presentation Time (est):				
		Phone Number/Ext:				
Presenter at Meeting:		Email:				
		Phone Number/Ext:				
Submitting Department:		Email:				
		Department Head Approval:				
Description of Agenda Item:						
Background & Basis of Recommendations:						
Action/Recommendations:						
Time Sensitivity (none or explain):						
Budget Impact (if applicable):						
List of Attachments (if any):						

BID TABULATION SHEET

Department: Communications

Bid Name: RFP 2017-0109-C Dispatch Furniture

Division: _____

Bid Date: 9-Jan-18

Bidder's Name		SBFI	Watson Consoles	Xybix Sytems	Evans
Support and Documentation	5%	5	5	5	5
Proposal Requirements	5%	5	5	5	5
Qualifications of Respondents	10%	10	10	10	10
Technical Specifications	15%	15	15	15	15
Training Support	10%	10	10	10	10
Installation and Implementation	15%	15	15	15	15
Support and Documentation	10%	10	8	9	8
Warranty	15%	13	13	15	13
Cost	15%	15	13	13	10
Total		98	94	97	91

Lincoln County Purchasing Agent

NORTH CAROLINA
LINCOLN COUNTY

CONTRACT FOR SERVICES

THIS CONTRACT is entered into this ____ day of _____, 20____, by and between SBFI-North America, Inc. hereinafter referred to as the “Contractor”, and Lincoln County, a body corporate and politic, established pursuant to the laws of the State of North Carolina, hereinafter referred to as the “County.”

WITNESSETH:

WHEREAS, the County desires to procure a contractor to perform services; and

WHEREAS, the County has completed necessary steps for retention of professional and other services under applicable County policies; and

WHEREAS, the County has agreed to engage the Contractor, and the Contractor has agreed to contract with the County, for performance of services as described, and according to the further terms and conditions, set forth herein.

NOW THEREFORE, in consideration of sums to be paid to the Contractor, and other good and valuable consideration, the Contractor and County do contract and agree as follows:

Scope of Services

The Contractor shall perform for the County the following described services: Provide and install ten (10) seats for dispatch furniture with the option to purchase four (4) additional seats as described in the submittal to RFP 2017-0109(A) Dispatch Furniture marked Attachment “A”.

1. Time of Performance

The Contractor shall begin work after coordination as described in Section 5.5 in the RFP.

2. Compensation; Time of Payment

For services to be performed hereunder, the County shall pay the Contractor \$159,237.58 as outlined in Attachment “A”.

3. Workmanship and Quality of Services

All work performed under this Contract shall be performed in a workmanlike and professional manner, to the reasonable satisfaction of the County, and shall conform to the higher standards of either (1) all prevailing industry and professional standards or (2) the specifications contained in the Request for Procurement (“RFP”) upon which Contractor’s bid was based, the terms and conditions of which are incorporated herein by reference thereto.

4. Notices

All notices, requests for payment, or other communications arising hereunder shall be sent to the following:

Lincoln County
Attn: Don Chamblee
Telephone: 704 736 8495
115 West Main Street
Lincolnton, NC 28092

SBFI-North America, Inc.
Attn: Jennifer Taylor
Telephone: 704-650-8621
123 Lyman St.
Asheville, NC 28801

5. Minority or Women Owned Businesses

The County of Lincoln prohibits discrimination in any manner on the basis of race, color, creed, national origin, sex, age or handicap or sexual orientation and will pursue an affirmative policy of fostering, promoting and conducting business with women and minority owned business enterprises. The County of Lincoln has adopted a goal of 15% for participation by minority or women-owned businesses in order to reach the above stated goal.

7. Subcontracts

Contractor shall not subcontract work hereunder without the prior written consent of the County, and any such subcontract without such consent shall be null and void. If Contractor proposes to subcontract any of the work hereunder, it shall submit to the County the name of each proposed Subcontractor(s), with the proposed scope of work, which its Subcontractor is to undertake. The County shall have the right to reject any Subcontractor, which it considers unable or unsuitable to satisfactorily perform. Contractor shall not enter into any cost reimbursable agreements with any proposed Subcontractor without County's prior written authorization.

Notwithstanding any consent by the County to a proposed subcontract, Contractor shall remain responsible for all subcontracted work and services. Contractor agrees it shall be as fully responsible to the County for the acts and omission of its Subcontractors, their agents, representatives, and persons either directly or indirectly employed by them as it is for the acts and omissions of the persons directly employed by Contractor.

Neither this provision, this Contract, the County's authorization of Contractor's agreement with Subcontractor, County's inspection of a Subcontractor's facilities, equipment or work, or any other action taken by the County in relation to a Subcontractor shall create any contractual relationship between any Subcontractor and the County. Contractor shall include in each of its subcontracts a provision embodying the substance of this article and shall exhibit a copy thereof to the County before commencement of any work by a Subcontractor. Contractor's violation of this provision shall be grounds for the County's termination of the contract for default, without notice or opportunity for cure.

8. Insurance

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Contract, the coverage and limits described hereunder. The requirements contained herein, as well as County's review or acceptance of insurance maintained by Contractor are not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this Contract. For additional requirements see Lincoln County Terms and Conditions Paragraph 1.16, the requirements of which are incorporated herein by reference thereto.

Professional Liability – In the event that Contractor is engaged in professional services requiring a license (such as, by way of illustration and not limitation, engineering or architectural services), Contractor shall procure and maintain at all times during this Contract a professional liability policy with an insurer having an A.M. Best's rating of at least "A," containing limits of no less than \$1,000,000 per claim.

All insurance companies utilized by Contractor must be authorized to do business in North Carolina and be acceptable to the County's Risk Manager.

9. Intellectual Property

Any information, data, instruments, documents, studies, reports or deliverables given to, exposed to, or prepared or assembled by the Contractor under this Contract shall be kept as confidential proprietary information of the County and not divulged or made available to any individual or organization without the prior written approval of the County. Such information, data, instruments, documents, studies, reports or deliverables will be the sole property of the County and not the Contractor.

All intellectual property, including, but not limited to, patentable inventions, patentable plans, copyrightable works, mask works, trademarks, service marks and trade secrets invented, developed, created or discovered in performance of this Contract shall be the property of the County.

Copyright in and to any copyrightable work, including, but not limited to, copy, art, negatives, photographs, designs, text, software, or documentation created as part of the Contractor's performance of this project shall vest in the County. Works of authorship and contributions to works of authorship created by the Contractor's performance of this project are hereby agreed to be 'works made for hire' within the meaning of 17 U.S.C. 201.

10. Force Majeure

Except as otherwise provided in any environmental laws, rules, regulations or ordinances applicable to the parties and the services performed under this Contract, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God. Either party to the Contract must take reasonable measures and implement

reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this Contract by this provision.

11. Advertising

The Contractor shall not use the existence of this Contract, or the name of the County of Lincoln, as part of any advertising without the prior written approval of the County.

12. Cancellation

The County may terminate this Contract at any time by providing thirty (30) days written notice to the Contractor. In addition, if Contractor shall fail to fulfill in timely and proper manner the obligations under this Contract for any reason, including the voluntary or involuntary declaration of bankruptcy, the County shall have the right to terminate this Contract by giving written notice to the Contractor and termination will be effective upon receipt. Contractor shall cease performance immediately upon receipt of such notice.

In the event of early termination, Contractor shall be entitled to receive just and equitable compensation for costs incurred prior to receipt of notice of termination and for the satisfactory work completed as of the date of termination and delivered to the County. Notwithstanding the foregoing, in no event will the total amount due to Contractor under this section exceed the total amount due Contractor under this Contract. The Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of this Contract, and the County may withhold any payment due to the Contractor for the purpose of setoff until such time as the County can determine the exact amount of damages due the County because of the breach.

Payment of compensation specified in this Contract, its continuation or any renewal thereof, is dependent upon and subject to the allocation or appropriation of funds to the County for the purpose set forth in this Contract.

13. Laws/Safety Standards

The Contractor shall comply with all laws, ordinances, codes, rules, regulations, safety standards and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and/or authority.

All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization, such as the American Society of Mechanical Electrical Engineers for pressure vessels; the Underwriters' Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type(s) of devices offered and furnished. Further, all items furnished

by the Contractor shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

Contractor must comply with *North Carolina Occupational Safety and Health Standards for General Industry, 29CFR 1910*. In addition, Contractor shall comply with all applicable occupational health and safety and environmental rules and regulations.

Contractor shall effectively manage its safety and health responsibilities by taking actions to protect workplace safety, including, but not limited to, the following actions:

A. Accident Prevention

Prevent injuries and illnesses to its employees and others on or near its work site.

Contractor managers and supervisors shall ensure personnel safety by strict adherence to established safety rules and procedures.

B. Environmental Protection

Protect the environment on, near, and around its work site by compliance with all applicable environmental regulations.

C. Employee Education and Training

Provide education and training of Contractor's employees before they are exposed to potential workplace hazards or other hazards as required by specific OSHA Standards.

14. Miscellaneous

The Contractor shall be responsible for the proper custody and care of any property furnished or purchased by the County for use in connection with the performance of this Contract, and will reimburse the County for the replacement value of its loss or damage.

The Contractor shall be considered to be an independent contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. County has contracted with Contractor to obtain a specific result, but the manner and means of obtaining such result are to the Contractor's discretion, so long as Contractor abides with all federal, state and local laws and regulations, and abides by the terms of this Contract. Nothing herein is intended or will be construed to establish any agency, partnership, or joint venture. Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such employees shall not be employees of or have any individual contractual relationship with the County.

15. Audit

The Contractor shall keep accurate records and books of account showing all charges, disbursements or expenses made or incurred by Contractor in the performance of the service herein. County shall have the right, upon thirty (30) day notice to audit at any time up to three (3) years after payment of its final invoice, the direct costs, expenses, and disbursements made or incurred in connection with the services to be performed herein as well as for the validity of the representations made in the compensation provisions of this

Contract and may examine Contractors books and records relating to these several areas. County may execute a technical audit of project progress at any time during the duration of the Agreement. County will allow a minimum of 72 hours of notice of a pending onsite inspection of project materials. All materials are subject to be inspected and may include, but are not limited to, equipment, records, files, reports, correspondence, medication, logs, acquisition, etc., procedure manuals, and QA/QC procedures manual.

16. Changes

This Contract constitutes the final agreement between the parties, and may not be changed, waived or amended except by a change order or other document, in writing, signed by all parties hereto.

17. Definitions.

All references to days in this Contract shall mean calendar days, all other capitalized terms, if not specifically defined, shall be defined by their ordinary and custom usage.

18. Effective Date

This Contract is not effective until the Contractor has been formally provided a Purchase Order number by email or letter.

19. Documentation and Project Completion

Upon completion of the project, Contractor shall furnish, at no extra charge any required closeout documentation including, but not limited to, a signed:

Project completion notice approved, in writing by County's Contracting Officer, Contracting Officer's representative and Contractor detailing:

- Warranties and/or guarantees;
- Project-related training materials and/or training plan;
- Any licensing;
- Resolution of all claims, losses or damages;
- Contracted or plan for tech support, when appropriate;
- Required deliverables;
- Return of all properties;
- Resolution of unresolved issues;
- Release of all monies owed;
- All records; and
- Items paid for by the County;

The County shall recognize each project as complete only upon written confirmation by all parties to this Contract.

20. Electronic/CADD Documents

Contractor shall be required to provide or deliver electronic or computer-aided design and drafting (CADD) files, if specifically required by the Scope of Services. In the case of any discrepancy or difference between electronic files and hard copies of drawings or

files, hard copies shall control. Due to the easily alterable nature of electronic files, there will be no warranties either express or implied, with respect to the accuracy, completeness, merchantability, or fitness for any particular purpose, except that if only electronic or CADD files are delivered then Contractor will agree to replace any defective electronic or CADD file delivered or provided by Contractor and if Contractor is provided notice of such defect within 180 days of County's receipt. Electronic and/or CADD files shall be developed based on standard formatting, layering, drafting and design practice, unless specifically directed otherwise by the County in writing.

21. Incorporation of Documents/Complete Agreement

This Contract, and any documents incorporated below, represent the entire Contract between the parties and suspend all prior oral or written statements, agreements or Contracts.

Specifically incorporated into this Contract are the following attachments, or if not physically attached, are incorporated fully herein by reference:

- A. County Standard Terms and Conditions as may be amended from time to time.
- B. The Lincoln County MWBE Recruitment, Selection and Dispute Resolution Procedures can be obtained from the Lincoln County website at www.lincolncounty.org.
- C. Attachment "A". SBFI-North America, Inc. proposal dated January 18, 2018.

In cases of conflict between this Contract and any of the above incorporated attachments or references, the terms of this Contract shall prevail.

The remainder of this page remains blank intentionally.

IN WITNESS WHEREOF, the Contractor has executed the foregoing with the signature(s) of its duly authorized officer(s), under seal, and the County has executed with the signature of its County Manager, attested by its Clerk to the Board, with the official seal affixed, the day and year first above written.

CONTRACTOR:

By:

COUNTY OF LINCOLN

By:

Chairman, Board of Commissioners

Printed Name/Title

(If corporate)

ATTEST:

By: _____

ATTEST:

By: _____

Clerk to the Board

Printed Name/Title

(Affix Seal)

(Affix Seal)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Fiscal Officer

Internal use only:

Project Code: _____

Funding Information

- Fund Number: _____
- Fund Amount: _____

LINCOLN COUNTY GENERAL CONTRACT TERMS AND CONDITIONS

As used herein, the terms “Service Provider,” “Vendor” and “Contractor” may be used interchangeably to refer to the party contracting with Lincoln County pursuant to that Contract or Proposal made pursuant to an RFP (as the case may be) of which these Terms and Conditions have been made a part.

- 1. DEFAULT AND PERFORMANCE BOND:** In case of default by the Contractor, the County may procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. Lincoln County reserves the right to require performance bond or other acceptable alternative guarantees from successful bidder without expense to the County.
- 2. Upon the Contractor filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Contractor, Lincoln County may immediately terminate, for cause, this contract and all other existing contracts the Contractor has with the County, and debar the Contractor from doing future business with Lincoln County.**
- 3. GOVERNMENTAL RESTRICTIONS:** In the event any Governmental restrictions are imposed which necessitate alteration of the material, quality, workmanship or performance of the items offered prior to their delivery, it shall be the responsibility of the Contractor to notify, in writing, the issuing purchasing office at once, indicating the specific regulation which required such alterations. Lincoln County reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.
- 4. AVAILABILITY OF FUNDS:** Any and all payments to the Contractor are dependent upon and subject to the availability of funds to the agency for the purpose set forth in this agreement.
- 5. TAXES:** Any applicable taxes shall be invoiced as a separate item. By execution of the bid document the vendor certifies that it and all of its affiliates, (if it has affiliates); collect(s) the appropriate taxes.
- 6. SITUS:** The place of this contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined.
- 7. GOVERNING LAWS:** This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.
- 8. NO COLLUSION OR CONFLICT OF INTEREST:** By responding to this RFP, the Service Provider shall be deemed to have represented and warranted that the Proposal is not made in connection with any competing Service Provider submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud.
- 9. INSPECTION AT CONTRACTOR'S SITE:** Lincoln County reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective contractor prior to contract award, and during the contract term as necessary for the County's determination that such equipment/item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract.

10. PAYMENT TERMS: Payment terms are Net not later than 30 days after receipt of correct invoice or acceptance of goods, whichever is later. Lincoln County is responsible for all payments to the Contractor under the contract.

11. AFFIRMATIVE ACTION: The Contractor will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.

12. Title VI is part of the Civil Rights Act of 1964, as amended, and its implementing regulations provide that no person shall be subject to discrimination on the basis of race, color or national origin under any program or activity that receives federal financial assistance.

13. For our purposes, "national origin" equates to individuals who have a limited proficiency with the English language and their primary language is not English, hence, the term "limited English proficiency" or LEP.

14. CONDITION AND PACKAGING: Unless otherwise provided by special terms and conditions or specifications, it is understood and agreed that any item offered or shipped has not been sold or used for any purpose and shall be in first class condition. All containers/packaging shall be suitable for handling, storage or shipment.

15. STANDARDS: All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization, such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

16. PATENT: The Contractor shall hold and save Lincoln County, its officers, agents and employees, harmless from liability of any kind, including costs and expenses, on account of any copyrighted material, patented or unpatented invention, articles, device or appliance manufactured or used in the performance of this contract, including use by the government.

17. ADVERTISING: Contractor agrees not to use the existence of this contract or the name of Lincoln County as part of any commercial advertising.

18. ASSIGNMENT: No assignment of the Contractor's obligations nor the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority and solely as a convenience to the Contractor, Lincoln County may:

- a. Forward the Contractor's payment check directly to any person or entity designated by the Contractor, and

- b. Include any person or entity designated by contractor as a joint payee on the Contractor's payment check.
- c. In no event shall such approval and action obligate Lincoln County to anyone other than the Contractor, and the Contractor shall remain responsible for fulfillment of all contract obligations.

19. INSURANCE COVERAGE and GENERAL REQUIREMENTS: During the term of the contract, the contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the contractor shall provide and maintain the following coverage and limits:

- a. Coverage:
- b. **Workers' Compensation** - The Contractor shall provide and maintain Workers' Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$150,000.00, covering all of Contractor's employees who are engaged in any work under the contract. If any work is sublet, the Contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract.
- c. **Commercial General Liability** - Contractor shall maintain Commercial General Liability insurance, including coverage for products and completed operations liability, contractual liability, liability from independent contractors, property damage liability, bodily injury liability, and personal injury liability with limits of not less than \$1,000,000.00 per occurrence, and \$1,000,000.00 annual aggregate. The limits may be satisfied by a combination of primary and excess insurance. The coverage shall be written on an occurrence basis.
- d. **Automobile** - At all times while the Contractor's representatives are conducting on-site work, the Contractor shall maintain Business Auto insurance for any owned, hired, rented, or borrowed vehicle with a limit of not less than \$1,000,000.00 per occurrence combined single limit for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excess insurance.
- e. General:
- f. Prior to beginning the work, Contractor shall provide written evidence of insurance as requested by the County to confirm that these insurance requirements are satisfied.
- g. Lincoln County shall be named as an additional insured under Contractor's automobile and general liability insurance. In the event of a loss arising out of, or related to the Contractor's services performed under this Agreement, Contractor's Liability insurance shall be primary (pay first) with respect to any other insurance which may be available to the County, regardless of how the "other insurance" provisions may read.
- h. The workers compensation policy must contain a waiver of subrogation in favor of the County.

- i. Contractor shall be responsible for insuring all of his/her own personal property, improvements, and betterments.
- j. All insurance policies put forth to satisfy the above requirements shall require the insurer to provide a minimum of thirty (30) days notice to the County of any material change in coverage, cancellation, or non-renewal.
- k. All insurance put forth to satisfy the above requirements shall be placed with insurance companies licensed to provide insurance in the State of North Carolina. Any deductibles or self-insured retentions in the required insurance shall be subject to approval by the County.
- l. Contractor shall provide certificates of insurance to the County as evidence of the required coverage. Contractor agrees to provide complete copies of policies if requested. Failure of Contractor to provide timely evidence of insurance, or to place coverage with insurance, or to place coverage with insurance companies acceptable to the County, shall be viewed as Contractor's delaying performance entitling the county to all appropriate remedies under the law including termination of the contract.

20. GENERAL INDEMNITY: The Contractor shall hold and save Lincoln County, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the contractor in the performance of this contract and that are attributable to the negligence or intentionally tortuous acts of the Contractor provided that the contractor is notified in writing within 30 days that the County has knowledge of such claims. The Contractor represents and warrants that it shall make no claim of any kind or nature against Lincoln County's agents who are involved in the delivery or processing of contractor goods to the County. The representation and warranty in the preceding sentence shall survive the termination or expiration of this contract.

21. CONTRACT AND OR AGREEMENT TERM LENGTH: The duration of this contract and or agreement shall be for one year unless noted on the signature page. No contract and or agreement shall extend 60 days past the renew date. Contract and or agreements may be extended, upon agreement of the parties, for up to a total of five years from the original contract or agreement date. However; the contract and or agreement will not be automatically renewed past the contract and or agreement dates listed on the initial signature page.

22. CANCELLATION (TERM CONTRACTS ONLY): All contract obligations shall prevail for at least ninety (90) days after the effective date of the contract. After that period, in addition to the provisions of the paragraph entitled Price Adjustments, for the protection of both parties, this contract may be canceled in whole or in part by either party by giving thirty (30) days prior notice in writing to the other party.

23. QUANTITIES (TERM CONTRACTS ONLY): The award of a term contract neither implies nor guarantees any minimum or maximum purchases thereunder.

24. PRICE ADJUSTMENTS (TERM CONTRACTS ONLY): Any price changes, downward or upward, which might be permitted during the contract period, must be general, either by reason of market change or on the part of the contractor to other customers.

- a. **Notification:** Must be given to the issuing purchasing authority, in writing, concerning any proposed price adjustments. Such notification shall be accompanied by copy of manufacturer's official notice or other acceptable evidence that the change is general in nature.
- b. **Decreases:** The County shall receive full proportionate benefit immediately at any time during the contract period.
- c. **Increases:** All prices shall be firm against any increase for 180 days from the effective date of the contract. After this period, a request for increase may be submitted with the County reserving the right to accept or reject the increase, or cancel the contract. Such action by Lincoln County shall occur not later than 15 days after the receipt by Lincoln County of a properly documented request for price increase. Any increases accepted shall become effective not later than 30 days after the expiration of the original 15 days reserved to evaluate the request for increase.
- d. **Invoices:** It is understood and agreed that orders will be shipped at the established contract prices in effect on dates orders are placed. Invoicing at variance with this provision will subject the contract to cancellation. Applicable North Carolina sales tax shall be invoiced as a separate item.

25. CRIMINAL CONVICTIONS CHECKS: Lincoln County is committed to providing a crime free environment for its staff and citizens. If the contractual requirements requires your personnel will have access to various areas of County Facilities. The County reserves the right to require a criminal convictions check on owners, officers, employees and any other workers of the Contractor and their subcontractors at any time upon written request. The Contractor or the Contractor's direct representative shall accompany all new employees to the jobsite and present them to the Contract Administrator. At that time, if a criminal convictions check has been requested the Contractor shall provide a criminal history (not a letter) including traffic records, by presenting a document from a reputable company providing statewide searches covering a minimum of the last seven (7) years to the Contract Administrator. The criminal history shall match the name on state issued picture identification card. Out of state searches shall be required for persons living in the state of North Carolina for less than seven (7) years. The names, addresses and birth dates of each person that enters County property (including the owners and subcontracts) in the performance of this contract shall be supplied with the criminal history on company letterhead signed by a representative duly authorized to sign on behalf of the company. This history shall be provided to the Contract Administrator at least twenty-four (24) hours prior to any person performing work under this contract. Persons without this criminal history may be turned away and not allowed to work on any property owned or utilized by the County until proper documentation is submitted and approved by the Contract Administrator.

The County reserves the right to keep any person from being assigned to work on its property if that person (1) has been convicted of a criminal offense since the age of

eighteen (18), or (2) been found at any time to have an outstanding warrant or a pending court case, or, (3) if related to his/her work at the County, has current habitual problems with traffic related issues such as no driver's license, no vehicle tags, and/or no insurance. The Contractor must disclose the criminal convictions records of all persons proposed to work on property with the designated county official.

During the term of this contract, the Contractor shall comply with these procedures for any new owner, officer, employee and any other worker of the Contractor and their subcontractors upon proper written notification by the Contract Administrator.

The Contract Administrator shall maintain all criminal convictions checks in a secure locked container for the term of the contract. At the end of the contract period the Contract Administrator shall ensure that the files have been returned to Contractor or destroyed in such a manner as to prevent disclosure of any kind.

26. EMPLOYEE VERIFICATION: Contractor shall verify and provide photo identification of each of its employees, and require the same of any subcontractors hired by Contractor. Contractor shall further utilize employees or subcontractors that speak fluent English such that they can understand any directions of the Contractor or County, and be understood in their responses thereto. Contractor at all times it is entered into a contract with Lincoln County shall comply, to the extent applicable, with Article 2 of Chapter 64 of the North Carolina General Statutes, and shall further ensure that any subcontractors performing work for Company shall at all times comply with Article 2 of Chapter 64 of the North Carolina General Statutes. Contractor shall further execute an affidavit on a form provided by Lincoln County averring such compliance as stated herein.

27. IRAN DIVESTMENT ACT: For new procurements and new, renewed, or assigned contracts with Lincoln County on or after February 26, 2016, each bidder or vendor must affirm that it is not listed on the State Treasurer's Final Divestment List found at www.nctreasurer.com/Iran as of the date of signature. The certification shall be due at the time a bid is submitted or the time a contract is entered into, renewed, or assigned. (G.S. 147-86.55-69)

Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Lincoln County. (G.S. 147-86.55-69.) Any existing contracts with these Iran-linked persons will be allowed to expire in accordance with the contract's terms. (G.S. 147-86.55-69.) Contracts valued at less than \$1,000.00 are exempt from this restriction. (G.S. 147-86.55-69.) In addition, Lincoln County may contract with, but is not required to, a listed individual or company if it makes a good-faith determination that (1) the commodities or services are necessary to perform its functions and (2) that, absent such an exemption, it would be unable to obtain those commodities or services. (G.S. 147-86.55-69.) Any such exemption shall be entered by Lincoln County into the procurement record. The Act provides that vendors to Local Government Units may not utilize any subcontractor found on the State Treasurer's Final Divestment List. (G.S. 147-

86.55-69).) It shall be each vendor's responsibility to monitor its compliance with this restriction.

28. DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL: NCGS 147 Article 6G Effective November 1, 2017



SBFI

SBFI FORMAL RESPONSE TO RFP:
**2018-0109 (A) DISPATCH FURNITURE FOR LINCOLN
COUNTY E911 PUBLIC SAFETY OPERATIONS CENTER**

ELECTRONIC COPY



A NOTE FROM YOUR PROJECT MANAGER



January 23th, 2018

John Henry
Director of Building and Grounds
Purchasing Agent
115 W. Main Street
Lincolnton, NC 28092

RE: RFP 2018-0109 (A) – Dispatch Furniture for Lincoln County E911 Public Safety Operations Center

On behalf of my colleagues at SBFI, I would like to thank you for the opportunity to be involved with the Lincoln County E911 Dispatch Furniture RFP. **SBFI** is a **North Carolina based** full-scale manufacturer that's a **global leader** of innovative furniture for advanced technology environments including **24/7 high performance 911 centers**. SBFI has named me, **Jennifer Taylor, the PM for your project**. Both the owner of SBFI and myself are proud to call ourselves natives of Lincolnton. I am still **local** to the area, and I will be the single point of contact for your project from start to finish. We can both say with confidence there will not be another company or project manager that wants the absolute best for Lincoln County.

You will find all bid documents enclosed and that SBFI is compliant with your proposed design and project terms. We in Asheville have been **designing, manufacturing** and **installing** consoles for **mission critical environments** for over 40 years and own additional facilities all over the world. Any creditable vendor will be able to supply you with a solution that simply meets your requirements; however, I strongly feel that this is just one aspect of your entire experience and overall long term happiness. **What sets SBFI apart** is that we are a **global manufacturer** with a **local project manager, local warranty support, and that every single team member** from design to installation is **directly employed by SBFI**. Over the last 3 years alone I've personally managed over 5 million dollars of mission critical console projects and know first hand the **importance** and **advantages** to hiring a qualified vendor that is also local to your project from design through maintenance. We sell direct to you **without** a middleman markup, and will install our product with professional, **factory-trained personnel** to eliminate second party mistakes, damages and delays.

If there are aspects of a console design you would like to test, SBFI is a **custom** manufacturer and can easily create a **working prototype** before production starts to **ensure you are happy with your final design**.

We look forward to growing our **relationship** with Lincoln County and I certainly look forward to any excuse to have a few extra Bar-B-Que King lunches. If you have more questions please contact me directly at 704-650-8621.

Sincerely,
Jennifer Taylor
Account Director and Project Manager
SBFI-NA
704.650.8621
Jennifer.taylor@sbfi.com

LINCOLN COUNTY 911

SHOWN WITH OPTIONAL 42" PARTITION SCREENS





Lincoln County, North Carolina

**Request for Proposals
RFP 2017-0109 (A)**

**Dispatch Furniture for Lincoln County E911 Public
Safety Operations Center
911 Hollis Henderson Drive
Lincolnton, NC 28093**

REQUEST FOR PROPOSALS

DISPATCH FURNITURE FOR THE
LINCOLN COUNTY E911 PUBLIC SAFETY OPERATIONS CENTER

Lincoln County is accepting proposals from qualified firms to provide dispatch furniture for the new Enhanced 911 (E911) Public Safety Operations Center (PSOC) being built at:

911 Hollis Henderson Drive
Lincolnton, NC 28093

An original and three (3) copies, for a total of four (4), of the response must be submitted on paper along with one (1) electronic copies (on USB). Responses must be enclosed in a sealed envelope clearly labeled "RFP 2017-0109 (A) Dispatch Furniture RFP Response," on the outer most package and submitted by mail or hand delivered no later than **4:00 p.m. Eastern on Tuesday, January 9, 2017**, at the following address:

RFP 2017-0109 (A) Dispatch Furniture RFP Response
c/o John Henry
Director of Building and Grounds
Purchasing Agent
115 W. Main St.
Lincolnton, NC 28092
704-736-8478

TABLE OF CONTENTS

1. PROJECT	1
1.1 UNDERSTANDING THE REQUIREMENTS	1
2. GENERAL REQUIREMENTS	3
2.1 CONTRACT CONTENTS.....	3
2.2 GENERAL TERMS AND CONDITIONS.....	3
2.3 PROJECTED TIMELINE:.....	4
2.4 DEFAULT AND PERFORMANCE BOND.....	4
2.5 BANKRUPTCY.....	4
2.6 GOVERNMENTAL RESTRICTIONS	5
2.7 AVAILABILITY OF FUNDS	5
2.8 TAXES	5
2.9 SITUS.....	5
2.10 GOVERNING LAWS	6
2.11 NO COLLUSION OR CONFLICT OF INTEREST	6
2.12 INSPECTION AT CONTRACTOR'S SITE	6
2.13 PAYMENT TERMS	6
2.14 AFFIRMATIVE ACTION	7
2.15 CIVIL RIGHTS ACT OF 1964.....	7
2.16 LIMITED ENGLISH PROFICIENCY	7
2.17 CONDITION AND PACKAGING.....	7
2.18 STANDARDS	8
2.19 PATENT	8
2.20 ADVERTISING	8
2.21 ASSIGNMENT.....	9
2.22 INSURANCE COVERAGE AND GENERAL REQUIREMENTS.....	9
2.23 GENERAL INDEMNITY	11
2.24 CONTRACT AND OR AGREEMENT TERM LENGTH.....	11
2.25 CRIMINAL CONVICTIONS CHECKS.....	12
2.26 EMPLOYEE VERIFICATION.....	13
2.27 IRAN DIVESTMENT ACT	13
2.28 DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL	14
2.29 CONTRACT APPROVAL.....	14
3. QUESTIONS AND ADDENDA	15
3.1 INFORMATION COMPLETENESS AND ACCURACY.....	15
3.2 RFP QUESTIONS	15
3.3 ADDENDA.....	15
4. SUBMITTAL OF RESPONSES	16
4.1 SUBMITTAL DEADLINE.....	16
4.2 FACSIMILE EMAIL RESPONSES	16
4.3 PUBLIC INSPECTION	16

4.4	CORRECTION MODIFICATION WITHDRAW OF PROPOSALS	16
4.5	EVALUATION PROCEDURE	16
5.	RESPONDENT'S RESPONSIBILITIES	18
5.1	RFP FAMILIARITY	18
5.2	ERRONEOUS CLAIM	18
5.3	TERMS AND CONDITIONS	18
5.4	CORRECTNESS OF MATERIAL LIST	18
5.5	SITE COORDINATION	18
6.	QUALIFICATIONS OF RESPONDENTS	19
6.1	FIRM QUALIFICATIONS	19
7.	REQUIRED SUBMITTALS	20
7.1	SUBMITTAL REQUIREMENTS	20
7.2	SIGNATURE REQUIREMENT	20
TECHNICAL SPECIFICATIONS		21
8.	INTRODUCTION	21
8.1	INTENT	21
8.2	STRUCTURE OF TECHNICAL PORTION OF THE RFP	21
8.3	REQUIREMENTS COMPLIANCE	21
9.	PROJECT OVERVIEW	24
9.1	EQUIPMENT – GENERAL	24
9.2	DISPATCH 911 FURNITURE	24
9.3	DISPATCH 911 FURNITURE QUANTITIES	24
10.	911 WORKSTATION FURNITURE DESIGN	26
10.1	STABILITY – FUNCTION	26
10.2	INPUT SUPPORT SURFACE	26
10.3	MONITOR VIEWING SUPPORT – DISPATCH WORKSTATIONS	28
10.4	MONITOR VIEWING SUPPORT – SUPERVISOR WORKSTATIONS	28
10.5	SUPPORT ADJUSTMENTS	29
10.6	PARTITION SCREENS	29
10.7	EQUIPMENT ENCLOSURES	30
10.8	PERSONAL BASE STORAGE	30
10.9	PERSONAL STACKING STORAGE	31
10.10	CABLE MANAGEMENT RAIL	31
10.11	MATERIALS	32
10.12	ELECTRICAL REQUIREMENTS	33
10.13	WIRE AND CABLE MANAGEMENT	34
10.14	OPTIONAL FURNITURE ITEMS	34
10.15	TRAINING WORKSTATION (OPTIONAL)	34
11.	GROUNDING AND POWER	36

11.1	WORKSTATION GROUNDING AND BONDING.....	36
12.	TRAINING SUPPORT	37
12.1	END-USER TRAINING	37
12.2	TRAINING MATERIALS	37
13.	INSTALLATION AND IMPLEMENTATION RESPONSIBILITIES.....	38
13.1	PROJECT MANAGEMENT.....	38
13.2	HIGH-LEVEL PROJECT PLAN AND GANTT CHART	38
13.3	MONTHLY/WEEKLY PROGRESS REPORTS	38
13.4	RESPONDENT CHANGE ORDER.....	39
13.5	RESPONSIBILITY FOR DAMAGES.....	39
13.6	RESPONDENT'S PERSONNEL	39
13.7	STORAGE.....	39
13.8	DELIVERY.....	40
13.9	PACKAGING/SHIPPING MATERIAL.....	40
13.10	INVENTORY CONTROL	40
13.11	INSTALLATION COMPLIANCE.....	40
13.12	TAX STATEMENT AND CERTIFICATION.....	42
14.	SUPPORT AND DOCUMENTATION.....	43
14.1	PRELIMINARY TESTING PLAN	43
14.2	RESPONDENT(S) POINT OF CONTACT	43
14.3	DOCUMENTATION	43
14.4	NON-COVERED ITEMS.....	44
15.	WARRANTY	45
15.1	WARRANTY AND SERVICE AND MAINTENANCE AGREEMENT	45
16.	RFP ADMINISTRATION	46
16.1	LINE ITEM PRICING	46
17.	CONSTRUCTION DRAWINGS.....	47
	APPENDIX A — NON-COLLUSION AFFIDAVIT.....	49
	APPENDIX B — PERFORMANCE BOND.....	51
	APPENDIX C — PAYMENT BOND	1
	APPENDIX D — TAX STATEMENT AND CERTIFICATION	1

1. PROJECT

It is the intent of Lincoln County (County) to procure dispatch furniture that will support the functions of the County's new Enhanced 911 (E911) public safety operations center (PSOC).

Understood

1.1 Understanding the Requirements

To acknowledge an understanding of the requirements and demonstrate a full understanding of the project, Respondents shall provide a paragraph-by-paragraph response for each section in the RFP.

1. The required features are indicated using the words *shall*, *must*, *requirement* or *required*. If in compliance, Respondents must detail how they will meet the requirement. If non-compliant, Respondents must detail why they cannot comply and address whether any part of a requirement can be met.
2. Some features are listed as desirable. They are represented by the words *should*, *desired* or *desirable*. Desirable feature responses will be considered when evaluating proposals, but only after requirements are addressed. These features are not required, but desirable.

Responses can only be:

Understood. The Respondent understands the statement.

Understood and Will Comply. The Respondent meets all specifications and requirements.

Clarification. The Respondent wishes to provide information regarding a specification or requirement for clarification purposes and does not materially affect the operation of the system. A written statement of the clarification must be included.

Exception. The Respondent does not/cannot meet the specification/requirement.

**LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE**

Below each requirement will be either one (Understood) check box or three (Understood and Will Comply, Clarification, and Exception) check boxes. Respondents must respond by placing an "X" in only **one** check box per requirement. (Double click on the appropriate box, change the default value to "Checked" and click "OK.") The Respondent also is required to provide details to support their answer where noted.

Understood

2. GENERAL REQUIREMENTS

2.1 Contract Contents

The terms listed in this document shall be included in the contract signed between the successful Respondent (Contractor) and Lincoln County. Lincoln County E911 reserves the right to negotiate the final contract with the successful Respondent. Should it appear to Lincoln County that contract negotiations will not lead to a successful resolution as determined by Lincoln County, Lincoln County reserves the right to discontinue negotiations and begin negotiations with the next selected Respondent or cancel the proposals entirely. Only those items requested by the Respondent to be part of the contract that are submitted with the Respondent's proposals shall be negotiable. Lincoln County reserves the sole right to determine if the final terms and conditions to be included as part of the contract are in its best interest and to terminate contract negotiations when it is in its best interest to do so.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI has reviewed and understands the Lincoln County Contract Contents in section 2.1

2.2 General Terms and Conditions

Respondents represent that they understand the work to be done under the contract and that, if successful, will do this work in a professional and highly competent manner.

As used herein, the terms "Service Provider," "Vendor" and "Contractor" may be used interchangeably to refer to the party contracting with Lincoln County pursuant to that contract or proposal made pursuant to a request for proposals (RFP) (as the case may be), of which these terms and conditions have been made a part.

The Contractor shall have the expertise, special skills, knowledge and experience to fully perform a contract. The Contractor's performance shall at all times be prompt and timely. The Contractor shall be solely responsible for all its costs related to performance of the contract, unless otherwise specifically stated in the contract.

The Contractor shall comply with all applicable laws, rules and regulations related to performance of an associated contract. The Contractor shall comply with all applicable Lincoln County policies, procedures, rules, and regulations. A Respondent represents and warrants that it has all licenses, permits and qualifications as are legally or professionally required to perform the services stated in a contract. The successful Respondent shall keep all such licenses, permits and qualifications current and in effect throughout the term of any contract.

Understood and Will Comply Clarification Exception

**LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE**

Details to support the answer: SBFI reviewed and understands the General Terms and Conditions in section 2.2.

2.3 Projected Timeline:

- RFP released: November 27, 2017
- Questions by: December 29, 2017 by 3:00 p.m. Eastern Time
- Proposals received: January 9, 2018, at 3:00 p.m. Eastern Time
- Anticipated Award: January 19, 2018
- Anticipated Completion: December 17, 2018

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the project timeline for questions, proposals, award and completion date.

2.4 Default and Performance Bond

In case of default by the Contractor, the County may procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. Lincoln County reserves the right to require performance bond or other acceptable alternative guarantees from successful Respondent without expense to the County.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the terms of the Lincoln County Default and Performance Bond in section 2.4.

2.5 Bankruptcy

Upon the Contractor filing a petition for bankruptcy, or the entering of a judgment of bankruptcy by or against the Contractor, Lincoln County may immediately terminate, for cause, this contract and all other existing contracts the Contractor has with the County, and debar the Contractor from doing future business with Lincoln County.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the Lincoln County

2.6 Governmental Restrictions

In the event any governmental restrictions are imposed that necessitate alteration of the material, quality, workmanship or performance of the items offered prior to their delivery, it shall be the responsibility of the Contractor to notify, in writing, the issuing purchasing office at once, indicating the specific regulation that required such alterations. Lincoln County reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the Governmental Restrictions in section 2.6.

2.7 Availability of Funds

Any and all payments to the Contractor are dependent upon and subject to the availability of funds to the agency for the purpose set forth in this agreement.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the Availability of Funds in section 2.7.

2.8 Taxes

Any applicable taxes shall be invoiced as a separate item. By execution of the bid document the vendor certifies that it and all its affiliates, (if it has affiliates); collect(s) the appropriate taxes.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands that taxes shall be invoiced as a separate item. We understand we shall collect the appropriate taxes and understand all terms in 2.8.

2.9 Situs

The place of this contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the terms Situs in section 2.9.

2.10 Governing Laws

This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI is a North Carolina Company. We reviewed and understand the Governing Laws in 2.10.

2.11 No Collusion or Conflict of Interest

By responding to this RFP, the Service Provider shall be deemed to have represented and warranted that the proposal is not made in connection with any competing Service Provider submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the terms of No Collusion or Conflict of Interest in section 2.11.

2.12 Inspection at Contractor's Site

Lincoln County reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective Contractor prior to contract award, and during the contract term as necessary for the County's determination that such equipment/item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the terms of the Inspection at Contractor's Site in section 2.12. We encourage you to visit our manufacturing plant in Asheville, North Carolina.

2.13 Payment Terms

Payment terms are Net not later than 30 days after receipt of correct invoice or acceptance of goods, whichever is later. Lincoln County is responsible for all payments to the Contractor under the contract.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the payment terms in section 2.13.

2.14 Affirmative Action

The Contractor will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands Affirmative Action in section 2.14.

2.15 Civil Rights Act of 1964

Title VI is part of the Civil Rights Act of 1964, as amended, and its implementing regulations provide that no person shall be subject to discrimination on the basis of race, color or national origin under any program or activity that receives federal financial assistance.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and will abide by Civil Rights Act of 1964 in section 2.15.

2.16 Limited English Proficiency

For our purposes, "national origin" equates to individuals who have a limited proficiency with the English language and their primary language is not English, hence, the term "limited English proficiency" or LEP.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the Limited English Proficiency in section 2.16.

2.17 Condition and Packaging

Unless otherwise provided by special terms and conditions or specifications, it is understood and agreed that any item offered or shipped has not been sold or used for any purpose and shall be in first class condition. All containers/packaging shall be suitable for handling, storage or shipment.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the Condition and Packaging terms in section 2.17.

2.18 Standards

All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or liquid propane (LP) gas source shall be constructed and approved in a manner acceptable to the appropriate inspector, which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization, such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas-operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed, understands and will meet Standards in section 2.18.

2.19 Patent

The Contractor shall hold and save Lincoln County, its officers, agents and employees, harmless from liability of any kind, including costs and expenses, on account of any copyrighted material, patented or unpatented invention, articles, device or appliance manufactured or used in the performance of this contract, including use by the government.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the Patent terms in section 2.19.

2.20 Advertising

Contractor agrees not to use the existence of this contract or the name of Lincoln County as part of any commercial advertising.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the terms of Advertising usage in section 2.20.

2.21 Assignment

No assignment of the Contractor's obligations nor the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority and solely as a convenience to the Contractor, Lincoln County may:

- 2.21.1 Forward the Contractor's payment check directly to any person or entity designated by the Contractor, and
- 2.21.2 Include any person or entity designated by contractor as a joint payee on the Contractor's payment check.
- 2.21.3 In no event shall such approval and action obligate Lincoln County to anyone other than the Contractor, and the Contractor shall remain responsible for fulfillment of all contract obligations.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the terms of Assignment in section 2.21.

2.22 Insurance Coverage and General Requirements

During the term of the contract, the contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the contractor shall provide and maintain the following coverage and limits:

2.22.1 Coverage:

- 2.22.1.1 Workers' Compensation – The Contractor shall provide and maintain Workers' Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$150,000 covering all of Contractor's employees who are engaged in any work under the contract. If any work is sublet, the Contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract.
- 2.22.1.2 Commercial General Liability – Contractor shall maintain Commercial General Liability insurance, including coverage for products and completed operations liability, contractual liability, liability from independent contractors, property damage liability, bodily injury liability, and personal injury liability with limits of not less than \$1,000,000 per occurrence, and \$1,000,000 annual aggregate. The limits may be satisfied by a combination of primary and excess insurance. The coverage shall be written on an occurrence basis.

**LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE**

2.22.1.3 Automobile – At all times while the Contractor's representatives are conducting onsite work, the Contractor shall maintain Business Auto insurance for any owned, hired, rented, or borrowed vehicle with a limit of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excess insurance.

2.22.2 General:

- 2.22.2.1 Prior to beginning the work, Contractor shall provide written evidence of insurance as requested by the County to confirm that these insurance requirements are satisfied.
- 2.22.2.2 Lincoln County shall be named as an additional insured under Contractor's automobile and general liability insurance. In the event of a loss arising out of, or related to, the Contractor's services performed under this Agreement, Contractor's Liability insurance shall be primary (pay first) with respect to any other insurance that may be available to the County, regardless of how the "other insurance" provisions may read.
- 2.22.2.3 The Workers' Compensation policy must contain a waiver of subrogation in favor of the County.
- 2.22.2.4 Contractor shall be responsible for insuring all of his/her own personal property, improvements, and betterments.
- 2.22.2.5 All insurance policies put forth to satisfy the above requirements shall require the insurer to provide a minimum of 30-days' notice to the County of any material change in coverage, cancellation, or non-renewal.
- 2.22.2.6 All insurance put forth to satisfy the above requirements shall be placed with insurance companies licensed to provide insurance in the State of North Carolina. Any deductibles or self-insured retentions in the required insurance shall be subject to approval by the County.
- 2.22.2.7 Contractor shall provide certificates of insurance to the County as evidence of the required coverage. Contractor agrees to provide complete copies of policies if requested. Failure of Contractor to provide timely evidence of insurance, or to place coverage with insurance, or to place coverage with insurance companies acceptable to the County, shall be viewed as Contractor's delaying performance entitling the county to all appropriate remedies under the law including termination of the contract.

Understood and Will Comply

Clarification

Exception

Details to support the answer: SBFI reviewed and understands all sections under Insurance Coverage and General Requirements in section 2.22.

2.23 General Indemnity

The Contractor shall hold and save Lincoln County, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the contractor in the performance of this contract and that are attributable to the negligence or intentionally tortuous acts of the Contractor provided that the contractor is notified in writing within 30 days that the County has knowledge of such claims. The Contractor represents and warrants that it shall make no claim of any kind or nature against Lincoln County's agents who are involved in the delivery or processing of contractor goods to the County. The representation and warranty in the preceding sentence shall survive the termination or expiration of this contract.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the General Indemnity terms in section 2.23.

2.24 Contract and or Agreement Term Length

The duration of this contract and or agreement shall be for one year unless noted on the signature page. No contract and or agreement shall extend 60 days past the renew date. Contract and or agreements may be extended, upon agreement of the parties, for up to a total of five years from the original contract or agreement date. However; the contract and or agreement will not be automatically renewed past the contract and or agreement dates listed on the initial signature page.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the Contract and or Agreement Term Length in section 2.24.

2.25 Criminal Convictions Checks

Lincoln County is committed to providing a crime-free environment for its staff and citizens. If the contractual requirements require that your personnel will have access to various areas of County facilities, the County reserves the right to require a criminal-convictions check on owners, officers, employees and any other workers of the Contractor and its subcontractors at any time upon written request. The Contractor or the Contractor's direct representative shall accompany all new employees to the jobsite and present them to the Contract Administrator. At that time, if a criminal-convictions check has been requested, the Contractor shall provide a criminal history (not a letter) including traffic records, by presenting a document from a reputable company providing statewide searches covering a minimum of the last seven (7) years to the Contract Administrator. The criminal history shall match the name on the state-issued picture identification card. Out-of-state searches shall be required for persons living in the State of North Carolina for less than seven (7) years. The names, addresses and birth dates of each person that enters County property (including the owners and subcontractors) in the performance of this contract shall be supplied with the criminal history on company letterhead signed by a representative duly authorized to sign on behalf of the company. This history shall be provided to the Contract Administrator at least 24 hours prior to any person performing work under this contract. Persons without this criminal history may be turned away and not allowed to work on any property owned or utilized by the County until proper documentation is submitted and approved by the Contract Administrator.

The County reserves the right to keep any person from being assigned to work on its property if that person (1) has been convicted of a criminal offense since the age of 18, or (2) been found at any time to have an outstanding warrant or a pending court case, or (3) if related to his/her work at the County, has current habitual problems with traffic-related issues such as no driver's license, no vehicle tags, and/or no insurance. The Contractor must disclose the criminal-convictions records of all persons proposed to work on property with the designated county official.

During the term of this contract, the Contractor shall comply with these procedures for any new owner, officer, employee and any other worker of the Contractor and its subcontractors upon proper written notification by the Contract Administrator.

The Contract Administrator shall maintain all criminal-convictions checks in a secure locked container for the term of the contract. At the end of the contract period the Contract Administrator shall ensure that the files have been returned to Contractor or destroyed in such a manner as to prevent disclosure of any kind.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands Lincoln County Criminal Convictions checks in section 2.25.

2.26 Employee Verification

Contractor shall verify and provide photo identification of each of its employees, and require the same of any subcontractors hired by Contractor. Contractor shall further utilize employees or subcontractors that speak fluent English such that they can understand any directions of the Contractor or County, and be understood in their responses thereto. Contractor, at all times it is entered into a contract with Lincoln County, shall comply, to the extent applicable, with Article 2 of Chapter 64 of the North Carolina General Statutes, and shall further ensure that any subcontractors performing work for Company shall at all times comply with Article 2 of Chapter 64 of the North Carolina General Statutes. Contractor shall further execute an affidavit on a form provided by Lincoln County averring such compliance as stated herein.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the terms of Employee Verifications in section 2.26.

2.27 Iran Divestment Act

For new procurements and new, renewed, or assigned contracts with Lincoln County on or after February 26, 2016, each Respondent or Vendor must affirm that it is not listed on the State Treasurer's Final Divestment List found at www.nctreasurer.com/Iran as of the date of signature. The certification shall be due at the time a bid is submitted or the time a contract is entered into, renewed, or assigned (G.S. 147-86.55-69). Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Lincoln County (G.S. 147-86.55-69). Any existing contracts with these Iran-linked persons will be allowed to expire in accordance with the contract's terms (G.S. 147-86.55-69). Contracts valued at less than \$1,000 are exempt from this restriction (G.S. 147-86.55-69). In addition, Lincoln County may contract with, but is not required to, a listed individual or company if it makes a good-faith determination that (1) the commodities or services are necessary to perform its functions and (2) that, absent such an exemption, it would be unable to obtain those commodities or services (G.S. 147-86.55-69). Any such exemption shall be entered by Lincoln County into the procurement record. The Act provides that Vendors to Local Government Units may not utilize any subcontractor found on the State Treasurer's Final Divestment List (G.S. 147-86.55-69). It shall be each Vendor's responsibility to monitor its compliance with this restriction.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands our responsibility of the Iran Divestment Act in section 2.27.

2.28 Divestment from Companies That Boycott Israel

Comply with NCGS 147 Article 6G, Effective November 1, 2017

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the terms of the
Divestment from Companies That Boycott Israel in section
2.28.

2.29 Contract Approval

Any contract that may result from this RFP is subject to the approval of Lincoln County Fiscal Court.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI reviewed and understands the terms of Contract Approval in section 2.29.

3. QUESTIONS AND ADDENDA

3.1 Information Completeness and Accuracy

Respondents are solely responsible for conducting their own independent research, due diligence, or other work necessary for the preparation of responses, negotiation of contracts, and the subsequent delivery of services pursuant to any contract. Lincoln County takes no responsibility for the completeness or the accuracy of any information presented in the RFP or otherwise distributed or made available during the selection process or during the term of any subsequent contract.

Understood

3.2 RFP Questions

All questions regarding this RFP shall be directed via email to Don Chamblee dchamblee@lincolncounty.org and John Henry JHenry@lincolncounty.org by 3:00 p.m., December 29, 2017.

Understood

3.3 Addenda

If it becomes necessary to revise any part of this RFP, an addendum will be sent to Respondents who have notified Lincoln County of intent to respond. Respondents must acknowledge the receipt of any addendums.

Understood

4. SUBMITTAL OF RESPONSES

4.1 Submittal Deadline

Responses must be received by Lincoln County E911 no later than **3:00 p.m. Eastern on Tuesday, January 9, 2018**. Responses received after that time will not be accepted.

Responses must be enclosed in a sealed envelope clearly labeled on the outermost package as "RFP 2017-0109 (A) Dispatch Furniture RFP Response." The original and three (3) copies, for a total of four (4), of the response must be submitted on paper along with one (1) electronic copy. All responses shall be submitted by mail or hand delivered to:

**John Henry
Director of Building and Grounds
Purchasing Agent
115 W. Main St.
Lincolnton, NC 28092**

Understood

4.2 Facsimile Email Responses

Responses will not be accepted by facsimile or email.

Understood

4.3 Public Inspection

Responses shall not be open for public inspection, in accordance with State of North Carolina open record laws, until after the contract is awarded.

Understood

4.4 Correction Modification Withdraw of Proposals

After opening of the responses, a Respondent may not correct, modify, or withdraw the price or any other provision of its response in a manner prejudicial to the interests of Lincoln County or fair competition. Lincoln County may waive minor informalities or allow Respondents to correct them.

Understood

4.5 Evaluation Procedure

**LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE**

After opening of the responses by the Fiscal Court, the Project Review Committee (Committee) will use a point-formula process to score the proposals. Each member of the Committee first will score each of the criteria described below individually. The full Committee then will convene to review and discuss these evaluations, and to review the individual scores, to arrive at a composite technical score for each firm. Vendors may be eliminated if their proposals are incomplete.

Lincoln County will enter into negotiations with the Respondent receiving the highest final score. In the event that negotiations are conducted, and an agreement cannot be reached, Lincoln County reserves the right to enter into negotiations with the next-highest ranked Respondent without the need to repeat the formal solicitation process. The Committee recommendations are subject to approval by the Fiscal Court.

5. RESPONDENT'S RESPONSIBILITIES

5.1 RFP Familiarity

At the time of the opening of the responses, it will be presumed that each Respondent has read and is thoroughly familiar with the scope of services to be performed under this RFP.

Understood

5.2 Erroneous Claim

Respondents agree that, if a contract is executed with Lincoln County, the successful Respondent(s) shall make no claim against Lincoln County because of any estimate or statement made by any employees, agents, or consultants of Lincoln County that may prove to be erroneous in any respect.

Understood

5.3 Terms and Conditions

Respondents will be held to have accepted the terms and conditions as expressed in the specifications that are a part hereof.

Understood

5.4 Correctness of Material List

Notwithstanding the details presented in the specifications, it is the responsibility of Respondents to verify the correctness of the material lists and suitability of equipment to meet the specifications.

Understood

5.5 Site Coordination

The successful Respondent will be required to coordinate any site work with Bill Gibbs bgibbs@lincolne911.org for items pertaining to the E911 PSOC.

Understood

6. QUALIFICATIONS OF RESPONDENTS

6.1 Firm Qualifications

Lincoln County prefers that each firm submitting a proposal meets or exceeds the following qualifications:

- 6.1.1 Respondents shall have been actively engaged in the sale of, manufacture of and/or installation of equipment/services similar to the item(s) proposed in this RFP for a period of at least five (5) years.
- 6.1.2 Systems utilizing equipment supplied by and similar to the equipment offered by the Respondent, and of equal scope, shall have been installed and in continuous satisfactory operation for not less than one (1) year in at least three (3) installations.

Understood and Will Comply Clarification Exception

Details to support the answer: SBFI has been actively engaged in designing, manufacturing and installing furniture for mission critical environments for over 40 years with installations all over the world. We have surpassed the RFP requirement for a period of at least 5 years. In the last 5 years we have designed and installed thousands of consoles. We fully reviewed and understand the terms of Firm Qualifications in section 6.1

7. REQUIRED SUBMITTALS

7.1 Submittal Requirements

Respondents must submit with their proposals the following:

- 7.1.1 A brief history of the Respondent submitting the proposals
- 7.1.2 A listing and brief history of all subcontractors to be utilized in the fulfillment or completion of a contract awarded as a result of this RFP
- 7.1.3 Three (3) references of installations similar in size and scope. References submitted should be no more than five (5) years old. References must include the name and location of the system, contact person, telephone number, and a brief description of the system.

Lincoln County reserves the right to contact any and all references supplied for an evaluation of past performance to establish the responsibility of the Respondent before any actual award. In executing this proposal, Respondents agree that Lincoln County may contact said references and be guided by their information in awarding a contract. Lincoln County also may request proof of financial stability, which would be evaluated prior to award, from Respondents for any successful proposals.

Understood and Will Comply Clarification Exception

Details to support the answer (include references and subcontractors here):

PLEASE SEE NEXT PAGE PLEASE

7.2 Signature Requirement

Respondents shall sign and submit, with their proposals, the Non-Collusion Affidavit, which may be found in Appendix A.

Understood



SBFI

SBFI FORMAL RESPONSE TO RFP:

2018-0109

SUBMITTAL REQUIREMENTS

7.1.1 A BRIEF HISTORY

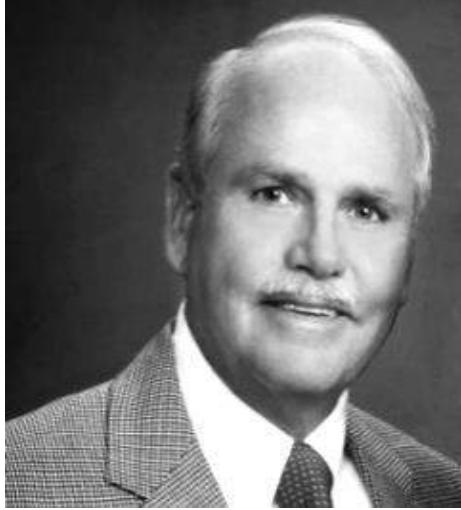
7.1.2 SUBCONTRACTORS (ONLY SBFI EMPLOYEES)

7.1.3 REFERENCES

RESPONSES FOLLOWING



7.1.1 COMPANY HISTORY



TOM FINGER

OWNER AND GLOBAL PRESIDENT

The relationship between SBFI and trading floors dates back to 1976 when trading desks were first installed in London. As the global owner of SBFI, I am fully committed to reinvestment so that SBFI can continue to provide outstanding value to our trusted global clients. In 2014 SBFI opened new showrooms in New York, London and Chicago. We are expanding globally to further support our clients where they do business. I am extremely proud of our heritage and confident that our growth, innovation and dedication to customer service will continue our legacy as the leading trading desk manufacturer in the world.

Having joined SBFI in 1998, Chris has worked in every facet of the business from Global Head of Design to North American Managing Director. In 2010, Chris successfully completed his MBA and soon progressed through the business. His design background enables him carry forward the cornerstone principles of design, innovation and project execution that have been SBFI's mark throughout its history. His dedication and vision for SBFI on a global platform can be seen with the more recent investments and developments of new showrooms, a new product line and further expansion into the North American market. Chris is able to forward his vision by delivering successful installations through 100% commitment to SBFI's client base and individual projects.

CHRIS COLES BA MBA
MANAGING DIRECTOR



SBFI FORMAL RESPONSE TO RFP 2018-0109:

7.1.1 COMPANY HISTORY



Meet your project lead for the Lincoln County 911 Communication Center workstations, Jennifer Taylor. She started her career 16 years ago in marketing and broadcasting with the Los Angeles Clippers franchise of the NBA. She followed up this unique experience by entering the real estate development industry where her primary focus was account management and execution with a concentration in mission critical environments. Jennifer's unique background enables her to conduct business today with the knowledge of commercial account requirements, mission critical spaces, corporate strategic development, project and operational management and visual design. The dedication and vision she exudes with her current and prospective clients at SBFI can be seen through numerous executed projects in mission critical environments with some of the world's largest companies including Duke Energy, Jefferies, BMW, Wells Fargo, Rubbermaid, Disney, and SunTrust. Jennifer grew up in Lincolnton NC and now resides in Charlotte NC with her family.

MEET YOUR LINCOLN COUNTY PROJECT TEAM



Tom Finger
LINCOLN COUNTY TEAM
President/CEO
Over 35 years in
manufacturing



Chris Coles
LINCOLN COUNTY TEAM
Managing Director/Design
Over 18 year experience in
the industry



Chris Jordan
LINCOLN COUNTY TEAM
VP National Sales
Joined SBFI in 2003 and brings a
wealth of customer service
experience



Andrew Plumbley
LINCOLN COUNTY TEAM
International Business/Project
Management
33 years experience and brings
a wealth of knowledge in this
industry



Richard Bedwell
LINCOLN COUNTY TEAM
Head of Design
Over 22 year experience in
the contract furniture
industry



Josh Jordan
LINCOLN COUNTY TEAM
Head of Install
Joined SBFI in 2008 and is fully
responsible for all production
output



David Gregg
LINCOLN COUNTY TEAM Lead
Engineer
For over 20 years David has
been the North American Lead
engineer



Collin Parry
LINCOLN COUNTY TEAM
Head of Engineering
25 years experience if the
furniture market



Trisha Israel
LINCOLN COUNTY TEAM
Procurement Director
Over 22 years with SBFI North
America

INNOVATION
LOGISTICS

DESIGN
PROJECT MANAGEMENT

ENGINEERING
MANUFACTURING
INSTALLATION



7.1.1 COMPANY HISTORY



HISTORY, EST 1976

We designed our business around the belief that every customer and every project is unique. We are as passionate about designing furniture today as we were when we started in 1976. We approach every new opportunity with the same determination to create superior work environments. This philosophy has allowed us to gain a total global market share of 40%, secure global accounts with seven of the world's largest international investment banks and mission critical applications and install our furniture into 55 countries worldwide

WE DESIGN AND MANUFACTURE
FURNITURE ON THREE
CONTINENTS, WE CAN SERVICE
YOU WHEREVER YOU ARE.

OUR MISSION is to design great furniture while providing solutions that deliver efficiencies where people meet technology. We offer products created to meet the unique needs of the companies that we have listened to and worked with throughout our company's proud history.

We approach every project with a desire to surpass our customers' expectations. SBFI offers furniture solutions of the highest quality, managing technology while maintaining a commitment to design products with style.

OUR LONG-TERM TRACK RECORD
SPEAKS FOR ITSELF, OVER 150,000
DESKS INSTALLED IN OVER 55
COUNTRIES.

Our core competence is in streamlining the interface between our furniture, IT equipment, the user, and the support staff that manages a floor. This competence has led us to design furniture for trade floors, banking back offices, control rooms, emergency services and airports.



7.1.1 COMPANY HISTORY



NORTH CAROLINA BASED COMPANY GLOBAL MANUFACTURING OWNERSHIP

SBFI IS THE ONLY TRUE GLOBAL SPECIALIZED FURNITURE MANUFACTURER IN OPERATION TODAY.

Having sole ownership and control of our supply chain has been one of the key ingredients to successfully supporting our client's needs in an ever demanding market. Commitment to deliverables and project specifics have always been at the forefront of our business model and supported by our proud record of always delivering on time.

A FLEXIBLE MANUFACTURING STRUCTURE THAT ALLOWS CUSTOMIZATION IS THE NOW THE NEW NORM IN OUR INDUSTRY.

It is this flexibility and support structure that has enabled SBFI to offer client services that are second to none. An on time and on budget project is paramount in such a high intense and critical operating environment as the mission critical world. It is this environment that SBFI has excelled in for over 40 years.

BACKED BY A STRONG FINANCIAL GLOBAL BUSINESS, SBFI IS HERE TO SUPPORT OUR CUSTOMERS FOR A FURTHER 40 YEARS AND BEYOND.

Aluminum Extrusion



Sheet Metal Fabrication



Sheet Metal Forming



Wood Fabrication



CNC Quality Assurance



Finishing



7.1.1 COMPANY HISTORY



NORTH CAROLINA BASED COMPANY GLOBAL MANUFACTURING OWNERSHIP

- SALES OFFICES
- MANUFACTURING LOCATIONS



7.1.2: SBFI EMPLOYES A FULLY TRAINED DESIGN, MANUFACTURE, DELIVERY, INSTALLATION AND PROJECT MANAGEMENT TEAM.

- THERE WILL BE NO SUBCONTRACTORS INVOLVED WITH THIS RFP



7.1.3: REFERENCES AND LIST OF PROJECTS FOLLOWING



7.1.3

CLIENT NAME:

Energy Company

LOCATION:

Raleigh, NC

SCOPE/SIZE:

40 Height Adjustable Dual Plane Console

CLIENT CONTACT

Matt Cash
JLL

NAME & TEL. #:

+919-538-4868

DESIGN TEAM: **SBFI** 12 WEEKS

Dual Plan Dispatch Consoles

- Modular system
- Hidden cable management
- Anti-collision System both planes
- Independent monitor adjustment
- Custom Electric Height Adjustable Software
- Customized power and data units built in the input surface
- Ability to connect two singles and create double console and operate as one
- Complete custom cabling configurations
- Easily assessable to equipment

SBFI FORMAL RESPONSE TO RFP 2018-0109:

7.1.3



CLIENT NAME:	Exelon
LOCATION:	Baltimore, MD
SCOPE/SIZE:	480 Height Adjustable Consoles
CLIENT CONTACT	Sue Melton 630.310.7674 suzanne.melton@exeloncorp.com
NAME & TEL. #:	

DESIGN TEAM: **SBFI** 8 WEEKS

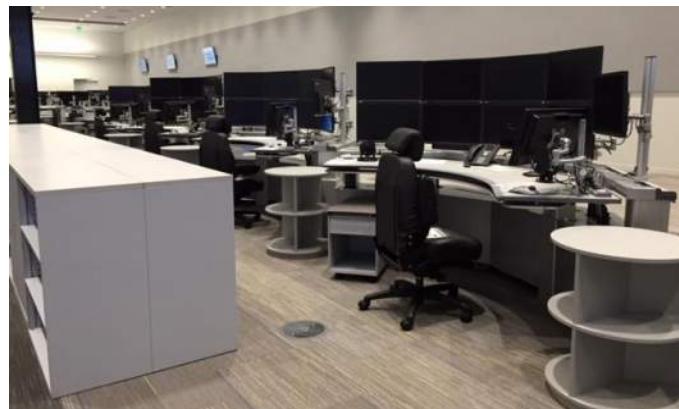
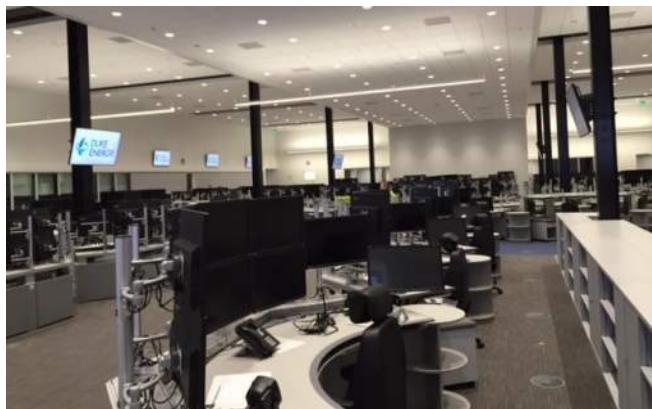


- 120 Degree Console – 24/7
- Electric Height Adjustable
- Custom Solution
- Laminate worksurface with PU edge
- Independent Monitor Adjustment with safety stop
- Enclosed cable management
- Built-In heat management
- Mobile CPU platform
- Built-in safety mechanism
- Lead time 6 weeks

7.1.3

CLIENT NAME:	Energy Company
LOCATION:	Plainfield, IN
SCOPE/SIZE:	70 Height Adjustable Dual Plane Console
CLIENT CONTACT	Chad Hamm JLL +317-460-4596
NAME & TEL. #:	

DESIGN TEAM: **SBFI** 12 WEEKS



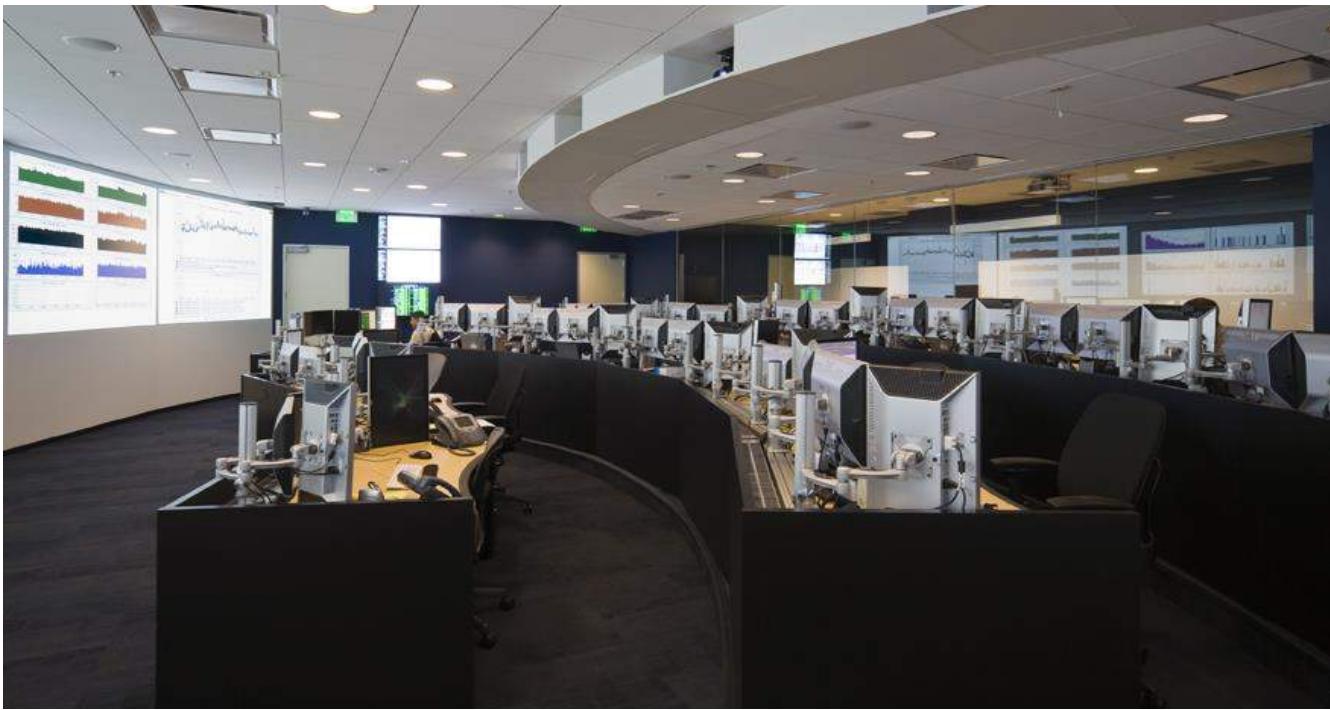
Dual Plan Dispatch Consoles

- Modular system
- Hidden cable management
- Anti-collision System both planes
- Independent monitor adjustment
- Custom Electric Height Adjustable Software
- Customized power and date units built in the worksurface
- Ability to connect two singles and create double console and operate as one
- Complete custom cabling configurations
- Easily assessable to equipment

7.1.3

CLIENT NAME:	eBay / PayPal
LOCATION:	San Jose, CA; Austin, TX; King of Prussia, PA; Salt Lake City, UT
SCOPE/SIZE:	100+ Height Adjustable NOC Desks
CLIENT CONTACT	Sandy Guenther-Theil One Workplace +669-800-2500
NAME & TEL. #:	

DESIGN TEAM: **SBFI** 8 WEEKS

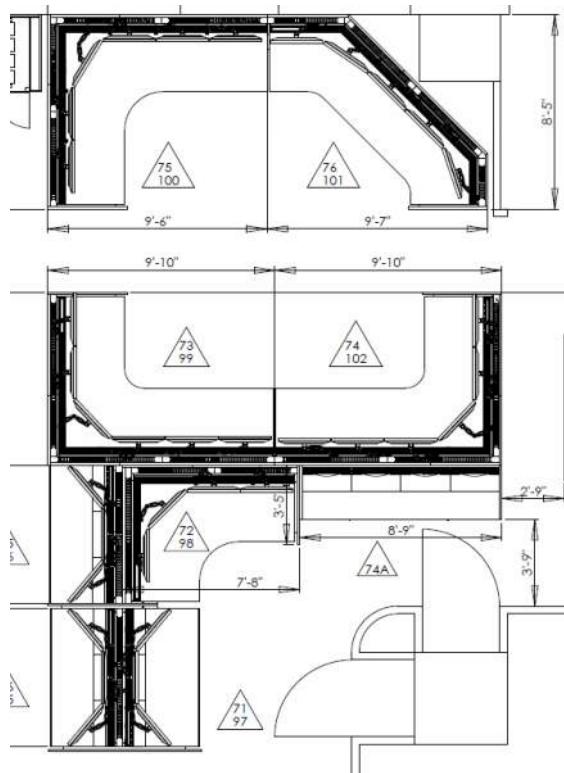
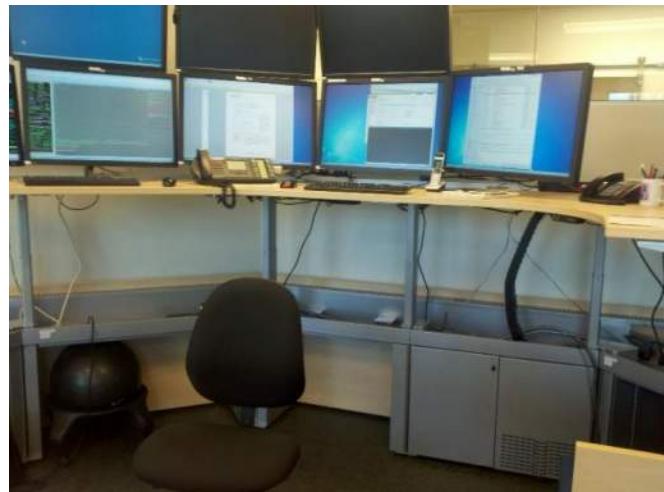


Control Room Consoles

- Curved design to fit room
- Custom size console to fit real estate
- Custom technology platform housing
- Enclosed equipment
- Built-in heat management
- Tool-less monitor arm system

7.1.3

CLIENT NAME:	Powerex
LOCATION:	Vancouver, BC
SCOPE/SIZE:	80 Trading Desks, 12 Custom Control Consoles
CLIENT CONTACT	Brian Moghadan Powerex +604-306-7323
NAME & TEL. #:	

DESIGN TEAM: **SBFI** 6-8 WEEKS

Console 24/7 & Trading Desk

- Custom design to fit real estate
- Electric Height adjustable
- Design to fit large quantity of monitors while maintaining sightlines
- Custom equipment housing
- Independent monitor support system
- Built in heat management
- Cable management

SBFI FORMAL RESPONSE TO RFP 2018-0109:

7.1.3



CLIENT NAME:	JFK Airport
LOCATION:	ATC Tower, NY
SCOPE/SIZE:	ATC Room 8, Security Control 8
CLIENT CONTACT	Matt Cierzniewski Wey
NAME & TEL. #:	Tel: +212-532-3299 Cell: +516-810-4228 matt@weytec.com

DESIGN TEAM: **SBFI** 6-8 WEEKS



SBFI FORMAL RESPONSE TO RFP 2018-0109:
SBFI CONTROL CENTER INSTALLATIONS



EMERGENCY SERVICES

SECURITY & SURVEILLANCE

Beijing Police
Beijing Traffic Control
Beijing Customs
Cleveland Ambulance
Devon & Cornwall Constabulary
Dubai Police
Dublin Fire Brigade
Dyfed-Powys Police
East Anglian Ambulance Service NHS Trust
East Sussex County Fire Brigade
Gloucester Police
Gloucestershire Fire & Rescue
Gwynedd Fire Service
Hampshire Ambulance NHS Trust
Humberside Fire Brigade
Kent Fire Brigade
Leicestershire Ambulance Service NHS Trust
Leicestershire Constabulary
Lincolnshire Fire Brigade
London Ambulance Service
Merseyside Police Metropolitan Police Service
Mid-Glamorgan Ambulance Service NHS Trust
Newcastle Airport Fire Service
Northamptonshire Constabulary
North Wales Police
Nottinghamshire Ambulance Service
Oxfordshire Fire Service
Royal Berkshire Fire & Rescue
Securicor Dopra
Shanghai Police
South & East Wales Ambulance NHS Trust
South Wales Fire Service
Staffordshire Police
Strathclyde Constabulary
Strathclyde Fire Brigade

Cardkey Systems Limited
Canary Wharf Crimestoppers Limited
Enfield Council
Highways Agency
HM Prison Service
Home Office Marconi
Securities Metropolitan
Smartwater
Police Service
Ministry of Defense
Netherlands Telecom
Yellow Pages
Venson Group
Shaw AFB
Rubbermaid

SBFI FORMAL RESPONSE TO RFP 2018-0109:
SBFI CONTROL CENTER INSTALLATIONS



FINANCIAL

Abbey National
AH-HypBank Antwerp
American Express
BACS
Bank of China
Barclays Bank
Cigna International Investments
Clerical Medical Investments
Den Danske Bank UK & USA
Derbyshire Building Society
Deutsche Bank
Family Assurance
Financial Times
HBOS
HSBC
International Bank of Qatar
ICBC
ICICI
ING Bank Arnham
Instinet Tokyo KPMG
Peat Warwick Marsh
& McLennan
Nationwide Building Society
Portman Building Society
Powerex
Qatar National Bank
Reuters
Robert Fleming & Co Limited
Scottish Amicable
Visa International

TRANSPORT & DISTRIBUTION

Arriva
Air Express
Air Europe
Air France Paris
British Airways Beijing
Capital Airport
Bristol International Airport
British Rail
Dubai Rail
Etihad
Invensys
JFK
Lekhwiya, Qatar
London Docklands Development Corporation
London Transport Police
London Underground
N.A.S.A. USA
Northern Rail
National Air Traffic Services
OSG Kittering
RATP
Railtrack
Ralph Lauren
Royal Mail
Syseca
Shanghai Pudong Airport
Teleport USA
Transport for London (TfL)
Tube Lines
US Air Force Cape Canaveral
USAF
Xiamen International Airport



COMMUNICATIONS

AT&T Iritel
Beanet Amsterdam
British Broadcasting Corporation
British Telecom UK USA & Far East
BT Visuals
Cable & Wireless UK & USA
Carrier 1 London & Germany
Cellnet
CNES Toulouse France
COLT Telecom London, Germany, Belgium
Comdisco USA
Digital Equipment Corporation
Ebay
Esprit Telecom
Etihad Airport
European Communities Commission Belgium
Fibernet
Galileo Centre Europe
Global One Amsterdam
Hermes Railtel Brussels
Inmarsat Satellite Room
Ionica
IPC Ixnet
KVH Tokyo
Media Exchange
Mercury Communications
MFS communications
Microsoft
MOH Saudi Arabia
Norweb Telecom
Novell Networks
Ocean Dublin
One2One Orange
Racal BRT
Reliance Mumbai and Hyderabad
Scottish Telecom

Videotron
Vodafone
WorldCom
Vamp Health
Swiftcall
USAESAT Telecom
USAF

NETWORK MGMT SERVICES

BT Syncordia
CSC
EBay
Exodus Internet IBM
UK Limited
Ipcenta
Mobil Data Services
Neos networks
Paypal
SAIC Satelcom
Syncordia France
Trend Communications
WorldPort Communications

SBFI FORMAL RESPONSE TO RFP 2018-0109:
SBFI CONTROL CENTER INSTALLATIONS



ENERGY & UTILITIES

Aramco
Bass PLC
Beijing Gas
British Energy
British Petroleum
China Light & Power
Coventry & Solihull Waste Disposal
Cristal France
Cristanol France
Devon Energy
Duke Energy
Eon
Essex & Suffolk Water
Esso
Ford Motor Co
Glaxo
Maersk Oil
Manweb
Marathon Oil
National Power UK
North Delhi Power
Pfizer
Powerex
Scottish Power
Seaboard
Shanghai Electricity
Shell
RTE
RTZ
Southern Water
Southwest Energy
Thames Water

PROCESS CONTROL

ESB International
Rio Tinto
Yorkshire Electricity

Building Operation Centre
Hong Kong Land

OUR COMPANY VALUES

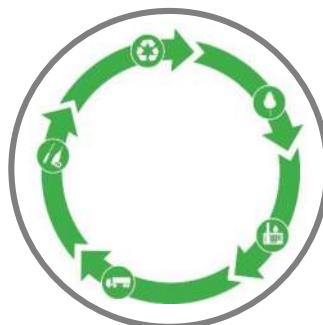
Our mission is to design great furniture while providing solutions that deliver efficiencies where people meet technology. We offer products created to meet the unique needs of the companies that we have listened to and worked with throughout our company's proud history.

We approach every project with a desire to surpass our customers' expectations. SBFI offers furniture solutions of the highest quality, managing technology while maintaining a commitment to design products with style.



GLOBAL

SBFI is the only *true* global trading desk manufacturer in operation today.



CRADLE-TO-GRAVE DESIGN

We're dedicated to improving environmental performance from conceptual design through to end of life.



ERGONOMICS

Tested to the highest of standards in order to offer a product that provides a superior ergonomic advantage.

Technical Specifications

8. INTRODUCTION

8.1 Intent

911 emergency communications centers pose unique challenges and demands. Unlike an office environment, personnel are required to manage multiple monitors and additional ancillary electronics. Additionally, emergency communications consoles are utilized 24 hours per day, seven (7) days per week (24 x 7) by different employees with different physical sizes and needs. It must be recognized that this user environment will receive at least five (5) times the use of typical office furniture each year. The life of the console furniture should be no less than 10 years encompassing more than 80,000 hours of use. With this in mind, only console furniture specifically designed and engineered for emergency communications centers will be acceptable. Office furniture systems will not be considered for dispatch furniture. Console furniture should meet American National Standards Institute (ANSI)/Human Factors and Ergonomics Society (HFES) 100-2007, ANSI/Business and Institutional Furniture Manufacturers Association (BIFMA) X5.5-1998, Desk Products, and Americans with Disabilities Act (ADA) guidelines and requirements.

- 8.1.1 There are 8 dispatch positions and two (2) supervisor dispatch positions that must meet these standards.
- 8.1.2 Lincoln County E911 requests optional costs for two (2) training positions, and should allow for accessible by a third (instructor). These positions should not have the lift capability. Style and color should match the others.
- 8.1.3 Lincoln County E911 requests operational costs for 4 additional dispatch positions.

Understood

8.2 Structure of Technical Portion of the RFP

The technical specifications portion of this RFP is divided into sections. Respondents are required to thoroughly read and understand all sections.

Understood

8.3 Requirements Compliance

If Respondent elects to respond to this portion of the RFP, responses such as Understood, Understood and Will Comply, Clarification, or Exception will be used. Details must be included to support all responses, with the exception of "Understood and Understood and Will Comply."

LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE

Understood

8.3.1 Requirements

Respondents shall include a price for the complete design, fabrication, delivery, installation, connection, configuration, and testing of the systems defined in this RFP, as well as the training of personnel on their use. Respondents shall state their concurrence with the requirements of this RFP and provide in their responses a description of any additional work necessary to complete the work of this project.

Respondents shall include all mobilization, labor, materials, supplies and equipment as required to complete the work. Respondents shall indicate their agreement with the proposed project timeline, or suggest alternate guaranteed start and completion dates for the work.

8.3.2 Requirements Pricing

The pricing for this work shall be provided as indicated below in support of Lincoln County's procurement process. The Respondent shall provide options as requested so that Lincoln County may select the solution that best suits its needs. Respondents shall submit pricing in the following format:

- 8.3.2.1 Workstation furniture for the dispatch positions (8 total)
- 8.3.2.2 Workstation furniture for the supervisor dispatch position (2 total)
- 8.3.2.3 Options
- 8.3.2.4 Maintenance/Warranty
- 8.3.2.5 Optional workstation furniture for training positions (2 total)
- 8.3.2.6 Optional furniture for four additional dispatch positions

Respondents shall provide line-item pricing for each of the pricing breakdowns indicated.

Line-item pricing shall address major equipment groups, including, but not limited to, the following:

- 1. Dispatch workstations (per position)
 - a. Materials (including delivery)
 - b. Optional environmental control system
 - c. Labor (including design, installation and project management [PM])
- 2. Dispatch supervisor workstation with storage
 - a. Materials (including delivery)
 - b. Optional environmental control system
 - c. Labor (including design, installation and PM)

THE OWNER OF SBFI
WOULD LIKE TO OFFER
HIS NATIVE TOWN
A 15% DISCOUNT
↓

\$ <u>9,206.00</u>	→ \$ 7,851.35
\$ <u>1,860.00</u>	
\$ <u>559.50</u>	

\$ <u>9,301.00</u>	→ \$ 7,932.10
\$ <u>1,860.00</u>	
\$ <u>559.50</u>	

LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE

3. Options per console workstation (Including labor, delivery and installation)

a. An optional cooling system with a thermostatically controlled cooling system (quantity 1)	\$ <u>99.00</u>
b. Workstation personal fan (quantity 1)	\$ <u>44.00</u>
c. Optional task lighting (quantity 1)	\$ <u>295.00</u>
d. Wrist rest (quantity 1)	\$ <u>39.50</u>
e. Acoustical Partitions (per position)	<u>\$ 2,450.00</u>

4. Maintenance agreement options

a. Maintenance (1 year)	\$ <u>1,550.00</u>
b. Maintenance (3 years)	\$ <u>4,550.00</u>
c. Maintenance (5 years)	<u>\$ 7,550.00</u>

5. Optional workstation training furniture (two positions)(per position)

a. Materials (including <u>delivery</u>) at time of main order	<u>\$ 6,722.50</u> → \$ 5,749.75
b. Labor (including design, installation and PM)	<u>\$ 582.50</u>

6. Optional additional dispatch positions (four)(per position)

a. Materials (including <u>delivery</u>) at time of main order	<u>\$ 9,268.50</u> → \$ 7,913.85
b. Optional environmental control system	<u>\$ 1,860.00</u>
c. Labor (including design, installation and project management [PM])	<u>\$ 582.50</u>

Respondents shall include their state vendor contract number, if applicable.

Understood and Will Comply

Clarification

Exception

Details to support the answer:

Quotation No 040508 r0



John Henry

Director of Building and Grounds
Purchasing Agent
115 W. Main St.
Lincolnton, NC 28092

123 Lyman Street
Asheville, NC 28801
Tel (704) 650-8621

Re: Lincoln County E911 Public Safety Operations Center
RFP 2018-0109 (A) Dispatch Furniture RFP Response

January 23, 2018

Dear John,

We are pleased to submit our quotation for the manufacture, delivery and installation of consoles as listed below.

BASE BID (Including Materials, Freight, Installation and Project Management)				
Dispatch Workstations (Base Bid)				
#	Consoles	Qty	Unit Price	Extended Price
1	Dual Plane 911 Console - 72" w x 72" d (overall footprint) - Standard laminate dual plane worksurface with PVC edges - 2 independently height adjustable planes (electrics priced separately) - Monobeam on rear plane for mounting monitor arm and accessories - Cable riser - IT cable management rail	8	\$3,215.00	\$25,720.00
2	Dual Plane Electric Height Adjustable Assembly - Electric sit-to-stand adjustability for user comfort and IT access - 5 electric legs, 2 control boxes and cables - 2 basic up/down controllers	8	\$1,150.00	\$9,200.00
3	Anaconda Cable Management Chain - Cable management from underside of worksurface to IT cable tray below	32	\$99.00	\$3,168.00
4	Upper Cable Management Tray - Mounted to underside of rear worksurface - Accommodates excess cables and wiring looms for height adjustable desks	16	\$65.00	\$1,040.00
5	Upgrade: Inset Digital Programmable Controller - Upgraded electric controller with digital display that allows programmable height settings in lieu of a basic up/down controller - Includes 3 memory presets - Inset flush mount into face of worksurface	16	\$65.00	\$1,040.00
6	Side Termination Board Covers for 911 Desk - Metal lift-off covers for termination boards	8	Included in Console Price	Included in Console Price
7	Cable Management Rail Add-ons - Hinged lockable cover for cable management trough - Vertical metal divider within trough to separate power and data cabling	16	\$95.00	\$1,520.00
Cladding				
8	Single Desk Back Panel - 72" w x 26" h x 3/4" thick - Standard laminate finish with PVC edges - Full back panel with adjustable glides	16	\$275.00	\$4,400.00
9	Spacer Panel - 1" spacer panel with black edge banding	16	\$45.00	\$720.00
Storage				
10	Equipment Enclosure - 42" w - CPU enclosure for up to (4) CPUs - 42" w x 31" d x 26" h - Ventilated front access doors (metal) - Rear access door with (2) fans (metal) - Slide-out CPU shelf - Horizontal cable management - Standard laminate finish unless noted otherwise	8	\$1,194.00	\$9,552.00
11	Personal Base Storage - 30" w - 30" w x 31" d x 26" h - Storage cabinet with doors - Includes (1) adjustable shelf - Standard laminate finish	8	\$590.00	\$4,720.00
Monitor Arms				
12	SBFI Axiom Monitor Arm Setup: 6 Arms - Double row - 6x Axiom monitor arms with top loading vesa head - 2x 700mm (28" h) Axiom quick release posts - Configuration suitable for monitors up to 27" - Includes safety stops	8	\$940.00	\$7,520.00

	Power & Connectivity	Qty	Unit Price	Extended Price
13	In-Desk Power Strip (for Technology) - 12 outlet power strip - Includes a 6ft whip, hardwired by others (to be confirmed) - Mounted into cable tray	24	\$119.00	\$2,856.00
14	In-Desk Power Strip (for Furniture Components and Auxiliary Heating/Cooling) - 6 outlet power strip - Includes a 15ft power cord (to be confirmed) - Mounted into cable tray	8	\$99.00	\$792.00
			Dispatch Materials Total	\$72,248.00
			Owner's Native Town Discount (15%)	-\$10,837.20
			Dispatch Materials Total (Adjusted)	\$61,410.80
	Dispatch Supervisor Workstations with Storage (Base Bid)			
#	Consoles	Qty	Unit Price	Extended Price
15	Dual Plane 911 Console - 72" w x 72" d (overall footprint) - Standard laminate dual plane worksurface with PVC edges - 2 independently height adjustable planes (electrics priced separately) - Monobeam on rear plane for mounting monitor arm and accessories - Cable riser - IT cable management rail	2	\$3,215.00	\$6,430.00
16	Dual Plane Electric Height Adjustable Assembly - Electric sit-to-stand adjustability for user comfort and IT access - 5 electric legs, 2 control boxes and cables - 2 basic up/down controllers	2	\$1,150.00	\$2,300.00
17	Anaconda Cable Management Chain - Cable management from underside of worksurface to IT cable tray below	8	\$99.00	\$792.00
18	Upper Cable Management Tray - Mounted to underside of rear worksurface - Accommodates excess cables and wiring looms for height adjustable desks	4	\$65.00	\$260.00
19	Upgrade: Inset Digital Programmable Controller - Upgraded electric controller with digital display that allows programmable height settings in lieu of a basic up/down controller - Includes 3 memory presets - Inset flush mount into face of worksurface	4	\$65.00	\$260.00
20	Side Termination Board Covers for 911 Desk - Metal lift-off covers for termination boards	2	Included in Console Price	Included in Console Price
21	Cable Management Rail Add-ons - Hinged lockable cover for cable management trough - Vertical metal divider within trough to separate power and data cabling	4	\$95.00	\$380.00
	Cladding	Qty	Unit Price	Extended Price
22	Single Desk Back Panel - 72" w x 26" h x 3/4" thick - Standard laminate finish with PVC edges - Full back panel with adjustable glides	4	\$275.00	\$1,100.00
23	Spacer Panel - 1" spacer panel with black edge banding	4	\$45.00	\$180.00
	Storage	Qty	Unit Price	Extended Price
24	Equipment Enclosure - 42" w - CPU enclosure for up to (4) CPUs - 42" w x 31" d x 26" h - Ventilated front access doors (metal) - Rear access door with (2) fans (metal) - Slide-out CPU shelf - Horizontal cable management - Standard laminate finish unless noted otherwise	2	\$1,194.00	\$2,388.00
25	Personal Base Storage - 42" w - 42" w x 31" d x 26" h - Storage cabinet with doors - Includes (1) adjustable shelf - Standard laminate finish	2	\$685.00	\$1,370.00
	Monitor Arms	Qty	Unit Price	Extended Price
26	SBFI Axiom Monitor Arm Setup: 6 Arms - Double row - 6x Axiom monitor arms with top loading vesa head - 2x 700mm (28" h) Axiom quick release posts - Configuration suitable for monitors up to 27" - Includes safety stops	2	\$940.00	\$1,880.00
	Power & Connectivity	Qty	Unit Price	Extended Price
27	In-Desk Power Strip (for Technology) - 12 outlet power strip - Includes a 6ft whip, hardwired by others (to be confirmed) - Mounted into cable tray	6	\$119.00	\$714.00

28	In-Desk Power Strip (for Furniture Components and Auxiliary Heating/Cooling) - 6 outlet power strip - Includes a 15ft power cord (to be confirmed) - Mounted into cable tray	2	\$99.00	\$198.00
		Supervisor Materials Total	\$18,252.00	
		Owner's Native Town Discount (15%)	-\$2,737.80	
		Supervisor Materials Total (Adjusted)	\$15,514.20	
Freight, Delivery and Installation (Base Bid)				
#	Freight, Delivery and Installation			Unit Price
FR1	Freight - Carrier direct from manufacturing facility to 911 Hollis Henderson Drive, Lincolnton, NC 28093 - Pricing includes 1 shipment			\$1,750.00
FL1	Floor Layout - The mark-out of SBFI desk locations on raised floor and/or building slab in accordance with client/architect approved floor plan on STRAIGHT TIME - Job site must be free of obstacles that may impede the mark-out. We will endeavor to work along with all other trades and assist where appropriate. - Scope includes 1 visit. If more than 1 visit is required, additional charges will apply. - SBFI Labor			\$275.00
DO1	Delivery / Offload - Delivery and offload Outside Normal Working Hours - A clear and free delivery route must be available at all times - SBFI Labor - Additional labor will be charged per hour if site conditions are prohibitive			\$1,570.00
IN1	Installation - Installation on STRAIGHT TIME - Includes 1 visit for a continuous installation - All product will be level and finished fit for use - All SBFI debris and trash will be removed from site (or) the client's GC will provide provision on site to dispose of all debris and trash, leaving a clean working environment - SBFI Labor - Additional labor will be charged per hour if site conditions are prohibitive			\$3,750.00
TR1	Training			No additional charge
		Base Bid FD&I Total	\$7,345.00	
		Materials & Freight Subtotal	\$84,270.00	
	Taxes are to be invoiced separately		Lincolnton, NC 6.75% Sales Tax	\$5,688.23
			Grand Total	\$89,958.23

OPTIONS PER CONSOLE WORKSTATION (Pricing Includes Delivery and Installation at time of Main Order)			
#	OPTIONS	Qty	Unit Price
29	Upcharge: Add Thermostat to Fans within Equipment Enclosure	1	\$99.00
30	Personal Desktop Fan - Bi-fold doors; installed in back panel (back panel priced separately)	1	\$44.00
31	Personal Environmental Control System	1	\$1,860.00
32	Task Light - Wave - LED; dimmable	1	\$295.00
33	Wrist Rest - Gel material, antimicrobial	1	\$39.50
34	Acoustical Partition Set (priced per position) - 42'h acoustical partitions for (1) console position - Partitions located behind console and base bid equipment/storage units	1	\$2,450.00
35	Equipment Enclosure - 30"w - CPU enclosure for up to (3) CPUs - 30" w x 32" d x 26" h - Ventilated front access doors - Rear access door with (2) fans - Slide-out CPU shelf - Horizontal cable management - Standard laminate finish	1	\$1,075.00

OPTIONAL SERVICE and MAINTENANCE AGREEMENT

This agreement includes labor and installation expenses associated to repair or replace damaged product. Coverage is contingent on Lincoln County maintaining trained personnel to troubleshoot any issues associated with the electric lift system in-house. SBFI will attempt to diagnose and resolve any issues via phone prior to a site visit. This agreement includes (1) initial site visit, then (1) additional visit per year as part of regular maintenance. Parts not under warranty will not be covered under this agreement and will be quoted as needed on a case-by-case basis.

#	OPTIONS	Qty	Unit Price
36	Maintenance (1 year)	1	\$1,550.00
37	Maintenance (3 years)	1	\$4,550.00
38	Maintenance (5 years)	1	\$7,550.00

OPTIONAL WORKSTATION TRAINING FURNITURE (Pricing Includes Delivery and Installation at time of Main Order)

#	Consoles	Qty	Unit Price	Extended Price
39	Single Plane 911 Console - 72" w x 72" d (overall footprint) - Standard laminate single plane worksurface with PVC edges - Monobeam on rear plane for mounting monitor arm and accessories - Cable riser - IT cable management rail	2	\$2,565.00	\$5,130.00
40	Side Termination Board Covers for 911 Desk - Metal lift-off covers for termination boards	2	Included in Console Price	Included in Console Price
41	Cable Management Rail Add-ons - Hinged lockable cover for cable management trough - Vertical metal divider within trough to separate power and data cabling	4	\$95.00	\$380.00
#	Cladding	Qty	Unit Price	Extended Price
42	Single Desk Back Panel - 72" w x 26" h x 3/4" thick - Standard laminate finish with PVC edges - Full back panel with adjustable glides	4	\$275.00	\$1,100.00
#	Storage	Qty	Unit Price	Extended Price
43	Equipment Enclosure - 42" w - CPU enclosure for up to (4) CPUs - 42" w x 31" d x 26" h - Ventilated front access doors (metal) - Rear access door with (2) fans (metal) - Slide-out CPU shelf - Horizontal cable management - Standard laminate finish unless noted otherwise	2	\$1,194.00	\$2,388.00
44	Personal Base Storage - 30" w - 30" w x 31" d x 26" h - Storage cabinet with doors - Includes (1) adjustable shelf - Standard laminate finish	2	\$590.00	\$1,180.00
#	Monitor Arms	Qty	Unit Price	Extended Price
45	SBFI Axiom Monitor Arm Setup: 6 Arms - Double row - 6x Axiom monitor arms with top loading vesa head - 2x 700mm (28" h) Axiom quick release posts - Configuration suitable for monitors up to 27" - Includes safety stops	2	\$940.00	\$1,880.00
#	Power & Connectivity	Qty	Unit Price	Extended Price
46	In-Desk Power Strip (for Technology) - 12 outlet power strip - Includes a 6ft whip, hardwired by others (to be confirmed) - Mounted into cable tray	6	\$119.00	\$714.00
47	In-Desk Power Strip (for Furniture Components and Auxiliary Heating/Cooling) - 6 outlet power strip - Includes a 15ft power cord (to be confirmed) - Mounted into cable tray	2	\$99.00	\$198.00
				
Freight, Delivery and Installation				
	Training Console Materials Total			\$12,970.00
	Owner's Native Town Discount (15%)			-\$1,945.50
	Training Console Materials Total (Adjusted)			\$11,024.50
#	Freight, Delivery and Installation		Unit Price	
FR2	Freight - Carrier direct from manufacturing facility to 911 Hollis Henderson Drive, Lincoln, NC 28093 - Pricing assumes shipment will be included with main order (no separate shipment)			\$475.00
FL2	Floor Layout - Pricing assumes Floor Layout will take place with main order (no separate visit)			\$100.00

DO2	Delivery / Offload - Pricing assumes Delivery/Offload will take place with main order (no separate visit)	\$315.00
IN2	Installation - Pricing assumes Installation will take place with main order (no separate visit)	\$750.00
TR2	Training	No additional charge
		Training Console FD&I Total \$1,640.00
		Materials & Freight Subtotal \$12,664.50
	Taxes are to be invoiced separately	Lincolnton, NC 6.75% Sales Tax
		Grand Total \$13,519.35

OPTIONAL ADDITIONAL DISPATCH POSITIONS (Pricing Includes Delivery and Installation at time of Main Order)				
#	Consoles	Qty	Unit Price	Extended Price
48	Dual Plane 911 Console - 72" w x 72" d (overall footprint) - Standard laminate dual plane worksurface with PVC edges - 2 independently height adjustable planes (electrics priced separately) - Monobeam on rear plane for mounting monitor arm and accessories - Cable riser - IT cable management rail	4	\$3,215.00	\$12,860.00
49	Dual Plane Electric Height Adjustable Assembly - Electric sit-to-stand adjustability for user comfort and IT access - 5 electric legs, 2 control boxes and cables - 2 basic up/down controllers	4	\$1,150.00	\$4,600.00
50	Anaconda Cable Management Chain - Cable management from underside of worksurface to IT cable tray below	16	\$99.00	\$1,584.00
51	Upper Cable Management Tray - Mounted to underside of rear worksurface - Accommodates excess cables and wiring looms for height adjustable desks	8	\$65.00	\$520.00
52	Upgrade: Inset Digital Programmable Controller - Upgraded electric controller with digital display that allows programmable height settings in lieu of a basic up/down controller - Includes 3 memory presets - Inset flush mount into face of worksurface	8	\$65.00	\$520.00
53	Side Termination Board Covers for 911 Desk - Metal lift-off covers for termination boards	4	Included in Console Price	Included in Console Price
54	Cable Management Rail Add-ons - Hinged lockable cover for cable management trough - Vertical metal divider within trough to separate power and data cabling	8	\$95.00	\$760.00
Cladding			Qty	Unit Price
55	Single Desk Back Panel - 72" w x 26" h x 3/4" thick - Standard laminate finish with PVC edges - Full back panel with adjustable glides	8	\$275.00	\$2,200.00
56	Spacer Panel - 1" spacer panel with black edge banding	8	\$45.00	\$360.00
Storage			Qty	Unit Price
57	Equipment Enclosure - 42" w - CPU enclosure for up to (4) CPUs - 42" w x 31" d x 26" h - Ventilated front access doors (metal) - Rear access door with (2) fans (metal) - Slide-out CPU shelf - Horizontal cable management - Standard laminate finish unless noted otherwise	4	\$1,194.00	\$4,776.00
58	Personal Base Storage - 30" w - 30" w x 31" d x 26" h - Storage cabinet with doors - Includes (1) adjustable shelf - Standard laminate finish	4	\$590.00	\$2,360.00
Monitor Arms			Qty	Unit Price
59	SBFI Axiom Monitor Arm Setup: 6 Arms - Double row - 6x Axiom monitor arms with top loading vesa head - 2x 700mm (28" h) Axiom quick release posts - Configuration suitable for monitors up to 27" - Includes safety stops	4	\$940.00	\$3,760.00



	Power & Connectivity	Qty	Unit Price	Extended Price
60	In-Desk Power Strip (for Technology) - 12 outlet power strip - Includes a 6ft whip, hardwired by others (to be confirmed) - Mounted into cable tray	12	\$119.00	\$1,428.00
61	In-Desk Power Strip (for Furniture Components and Auxiliary Heating/Cooling) - 6 outlet power strip - Includes a 15ft power cord (to be confirmed) - Mounted into cable tray	4	\$99.00	\$396.00
			Optional Dispatch Materials Total	\$36,124.00
			Owner's Native Town Discount (15%)	-\$5,418.60
			Optional Dispatch Materials Total (Adjusted)	\$30,705.40
Freight, Delivery and Installation	Freight, Delivery and Installation (Pricing Includes Delivery and Installation at time of Main Order)			Unit Price
FR3	Freight - Carrier direct from manufacturing facility to 911 Hollis Henderson Drive, Lincolnton, NC 28093 - Pricing assumes shipment will be included with main order (no separate shipment)			\$950.00
FL3	Floor Layout - Pricing assumes Floor Layout will take place with main order (no separate visit)			\$200.00
DO3	Delivery / Offload - Pricing assumes Delivery/Offload will take place with main order (no separate visit)			\$630.00
IN3	Installation - Pricing assumes Installation will take place with main order (no separate visit)			\$1,500.00
TR3	Training			No additional charge
			Optional Dispatch FD&I Total	\$3,280.00
			Materials & Freight Subtotal	\$33,985.40
			Lincolnton, NC 6.75% Sales Tax*	\$2,294.01
			Grand Total	\$36,279.41

Year One 24 x 7 Warranty and Labor

	Year One Warranty
	Refer to separate warranty documents

Sincerely yours,
SBFI - North America

Jennifer Taylor
Senior Account Director

9. PROJECT OVERVIEW

9.1 Equipment – General

The equipment listed in the following sections represents the design basis for establishing the minimum quality and performance required by the systems. Respondents may propose other products that provide similar levels of service and quality at the same or lower cost to Lincoln County. Lincoln County reserves the right to select the solution that proposes equipment that best meets its needs and expectations regarding system performance and quality.

Lincoln County facility is a single-story building with ground access. Section 17, Construction Drawings provides copies of the building layout.

Drawings in Section 17 indicate Lincoln County's preferred console layout. The supervisor's position, on a raised platform, should have clear view of all dispatch positions. Additional cabinets should be recommended to fill in the space between the two supervisor positions.

9.2 Dispatch 911 Furniture

All 911 furniture shall be of the same manufacturer, and shall be furnished and installed by the manufacturer or a vendor specializing in the delivery, set up and installation of the manufacturer's furniture and equipment.

The successful Vendor shall provide products from one of the following manufacturers, or as approved:

- Watson Dispatch
- Russ Basset Consoles
- Xybix Consoles
- Evans Consoles
- Specialized Banking Furniture International (SBFI)

Understood and Will Comply Clarification Exception

9.3 Dispatch 911 Furniture Quantities

The Dispatcher positions requires 8 positions and option for four additional all align in three (3) groups of four (4) workstations. Section 17 includes drawing of how the floor plan should look.

Two supervisor positions require a much larger workstation to accommodate the additional monitors and equipment. These workstations also will be used to block off the drop-off from the raised platform.

**LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE**

Understood and Will Comply Clarification Exception

Details to support the answer: Please see enclosed floor layout, quote and design presentation
SBFI will be providing for your space.

10. 911 WORKSTATION FURNITURE DESIGN

10.1 Stability – Function

- 10.1.1 The console furniture is designed specifically for 24 x 7 operations in an emergency communications center environment.
- 10.1.2 Console furniture is modular in design for ease of reconfiguration and upgrading. Technology and personal storage units should have the ability to be field removed or replaced without deconstruction on the console unit.
- 10.1.3 Sit-to-stand legs shall be bolted into the console undercarriage with a footprint designed to allow maximum stability based on the overall size of the input support surface. Free-standing leg and feet systems will not be acceptable.
- 10.1.4 There are no obstructions for side-to-side movement by the user within the console footprint, a critical component to providing ongoing training of users and technology. Knee space must be a minimum of 70 percent of the console's overall width.
- 10.1.5 Horizontal work surfaces are supported by a steel tubular subframe for maximum durability.
- 10.1.6 Must be strong and rigid and able to meet all required standards for furniture construction. ANSI/BIFMA X5.5-2008, Desk Products.

Understood and Will Comply

Clarification

Exception

Details to support the answer:

10.2 Input Support Surface

- 10.2.1 Must lower to 22 inches from the floor to accommodate the 5th percentile seated female per ANSI/HFES 100-2007, Human Factors Engineering of Computer Workstations 8.3.2.4.3
- 10.2.2 Must raise to 48 inches above the floor to accommodate the 95th percentile standing male per ANSI/HFES 100-2007, Human Factors Engineering of Computer Workstations 8.3.2.4.3
- 10.2.3 Must provide infinite adjustment throughout the entire range, a critical function to meet ergonomic standards and reduce repetitive strain injuries and carpal tunnel syndrome.
- 10.2.4 Must be wide enough in design to accommodate multiple input devices such as keyboards, mice, and writing surface on a level platform. Minimum platform length of 72 inches.

LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE

- 10.2.5 Must place input devices with primary and secondary work zones to meet ANSI/HFES 100-2007, Human Factors Engineering of Computer Workstations 5.2.4.1
- 10.2.6 Must maintain elbow angles between 70 and 135 degrees to meet ANSI/HFES 100-2007, Human Factors Engineering of Computer Workstations 5.2.1.1
- 10.2.7 Electronic adjustment must be independent of the monitor support. Other adjustment methods will be deemed unacceptable.
- 10.2.8 Adjustment must be controlled through a digital readout to ensure precise replication.
- 10.2.9 Adjustment controls to be flush mounted into surface and have a smooth surface for easy cleaning and sanitizing.
- 10.2.10 Must provide a minimum of three (3) user preset locations.
- 10.2.11 Must adjust simultaneously with the monitor support to retain relative positioning between both surfaces when changing from sitting to standing. Must allow quick shifting from sitting to standing work postures.
- 10.2.12 Must allow adjustment of the line-of-sight (viewing) distance between the eyes and front surface of the viewable display area within the range of 19 inches to 31 inches, to meet ANSI/HFES 100-2007, Human Factors Engineering of Computer Workstations 5.2.4.2. Entire surface and all environmental controls shall move with the input surface to maintain the work-environment settings.
- 10.2.13 Static load capacity of 1,000 pounds and an equipment load capacity of 300 pounds to accommodate all types and quantities of input devices.
- 10.2.14 Must provide a safety sensor to detect obstacles and prevent damage or injury.
- 10.2.15 A minimum safety clearance of 1.25 inches shall be required between all moving surfaces. ANSI-HFES 100-2007, Human Factors Engineering of Computer Workstations 8.3.1.2
- 10.2.16 Must utilize 1-inch x 2-inch subframe system for increased structural integrity.
- 10.2.17 All cabling required to operate the consoles features must be completely concealed.
- 10.2.18 Input surface should have lifting columns integrated into the storage cavities with no exposed leg sets.
- 10.2.19 Unobstructed knee clearance in the seated operating position must be available in accordance with ANSI/HFES 100-2007, Human Factors Engineering of Computer Workstations 8.3.2.1
- 10.2.20 Controlled through the use of 24 VDC (volts direct current) motors. All components must be Underwriters Laboratories (UL) listed and Canadian Standards Association (CSA) certified.
- 10.2.21 All moveable components of the console shall be designed and tested to at least 40,000-cycle full-range adjustments.
- 10.2.22 Must utilize a dual brake for stability and prevention of binding. Braking system must lock surface into place when the brake is released.

LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE

- 10.2.23 Surface-mounted, user-configurable, user-accessible power and video connections must be available and accessible from the front of the console. Display port, High-Definition Multimedia Interface (HDMI), and Digital Visual Interface (DVI) configurable.
- 10.2.24 Surface-mounted, user-configurable, user-accessible voice and data connections must be available and accessible from the front of the console. Category 6A (CAT 6A) or Universal Serial Bus (USB).

Understood and Will Comply Clarification Exception

Please state your load capacity: 1,000 Static load
786 LBF Equipment load

Details to support the answer:

10.3 Monitor Viewing Support – Dispatch Workstations

- 10.3.1 Provide adjustment of monitors so that the gaze angle to the center of the screen ranges between 15 degrees and 20 degrees below horizontal eye level. ANSI-HFES 100-2007, Human Factors Engineering of Computer Workstations 5.2.4.3
- 10.3.2 Design must accommodate use of up to six (6) 21-inch widescreen liquid crystal diode (LCD) flat-panel monitors on two tiers, with independent angle adjustment.
- 10.3.3 Must be wide enough in design to accommodate multiple input devices such as keyboards, mice, and writing surface on a level platform. Minimum platform length of 72 inches.

Understood and Will Comply Clarification Exception

Details to support the answer:

10.4 Monitor Viewing Support – Supervisor Workstations

- 10.4.1 Must provide adjustment of monitors so that the gaze angle to the center of the screen ranges between 15 degrees and 20 degrees below horizontal eye level. ANSI-HFES 100-2007, Human Factors Engineering of Computer Workstations 5.2.4.3
- 10.4.2 Design must accommodate use of up to six (6) 21-inch widescreen LCD flat-panel monitors on two tiers, with independent angle adjustment.

Understood and Will Comply Clarification Exception

Details to support the answer:

10.5 Support Adjustments

- 10.5.1 Adjustment speed shall not be less than 1.25 inches per second and not greater than 1.5 inches per second.
- 10.5.2 Adjustment must be controlled through a digital readout to ensure precise replication.
- 10.5.3 Must provide a minimum of three (3) user preset locations.
- 10.5.4 Adjustment controls to be flush mounted into surface and have a smooth surface for easy cleaning.
- 10.5.5 Lifting system must operate quietly. Maximum sound level of 50 decibels (dB).

Understood and Will Comply Clarification Exception

Details to support the answer:

10.6 Partition Screens

- 10.6.1 Frame components must be constructed of 14-gauge cold-rolled steel.
- 10.6.2 Steel frame components must be bolted together in four (4) places minimum for maximum strength and durability.
- 10.6.3 All steel components must be powder coated for durability. Enamel paint is not sufficiently durable and will not be acceptable.
- 10.6.4 External screen components must available in a perforated-steel acoustical material.
- 10.6.5 External screen components must be available in abrasion-resistant fabric covering.
- 10.6.6 Internal screen materials must have a Noise Reduction Coefficient (NRC) rating of at least 0.80 to help reduce ambient noise levels.
- 10.6.7 Internal components must consist of environmentally safe, 100 percent recycled materials
- 10.6.8 Screen/partition system must be integral to the furniture construction. Freestanding panels will be deemed unacceptable.
- 10.6.9 Screen/partition system must be within the console footprint to maximize floor space.
- 10.6.10 All fasteners must be completely concealed.
- 10.6.11 Screen/partition system as a whole must be tested in an independent laboratory and have an acoustical NRC rating of 0.70 or greater.
- 10.6.12 All components must be field replaceable.

**LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE**

- 10.6.13 Must be available in 42-inch and 48-inch heights.
- 10.6.14 Must be available with a 12-inch glass upper section to help maintain sight lines.

Understood and Will Comply Clarification Exception

Details to support the answer: The partition as a whole has not been independently tested; however, components have been tested.

10.7 Equipment Enclosures

- 10.7.1 Enclosures must be accessible from both the front and the rear.
- 10.7.2 Enclosures must be external from the primary work surface.
- 10.7.3 Must be available in 18-inch and 26-inch heights.
- 10.7.4 Must be available in 30-inch, 42-inch and 50-inch widths.
- 10.7.5 Must be available in 24-inch depths.
- 10.7.6 Enclosures must be stackable to allow additional technology storage or personal storage without taking up additional floor space.
- 10.7.7 Must include base slide-out shelving for personal computer storage.
- 10.7.8 Rear access doors must offer cooling by axial cooling fans—UL listed and rated at 50 cubic feet per minute (CFM)—minimum of two (2) each.
- 10.7.9 Front access doors must utilize a vented plenum system to draw cool air into the enclosure.
- 10.7.10 All equipment enclosures must utilize an active cooling system to ensure that technology performs at optimum temperature.
- 10.7.11 An optional cooling system must feature a thermostatically controlled cooling system. This ensures proper cooling without the need to have the cooling fans run continuously.
- 10.7.12 Must incorporate a horizontal cable management system.

Understood and Will Comply Clarification Exception

Details to support the answer:

10.8 Personal Base Storage

- 10.8.1 Must be available in 18-inch and 26-inch heights.
- 10.8.2 Must be available in 30-inch, 42-inch and 50-inch widths.
- 10.8.3 Must be available in both 15-inch and 24-inch depths.
- 10.8.4 Must be available in single- and dual-sided configurations.

**LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE**

- 10.8.5 Must be available in combination (open, drawer and door), lateral file, open bookcase and closed-door configurations.
- 10.8.6 Enclosures must be stackable to allow additional technology storage or personal storage without taking up additional floor space.

Understood and Will Comply Clarification Exception

Details to support the answer:

10.9 Personal Stacking Storage

- 10.9.1 Must be available in 22-inch, 28-inch, 30-inch, 34-inch, 36-inch and 42-inch heights. Height of the cabinet is to correspond with the height of the partition screen.
- 10.9.2 Must be available in 30-inch, 42-inch and 50-inch widths.
- 10.9.3 Must be available in both 15-inch and 24-inch depths.
- 10.9.4 Must be available in single- and dual-sided configurations.
- 10.9.5 Must be available in combination (open, drawer and door), open bookcase and closed-door configurations.

Understood and Will Comply Clarification Exception

Details to support the answer:

10.10 Cable Management Rail

- 10.10.1 Wood parts must be constructed of 45-pound density, 1-1/8-inch-thick wood-core material, pressure bonded with a high-pressure laminate surface on both sides.
- 10.10.2 All steel components must be powder coated for durability. Enamel paint is not sufficiently durable and will not be acceptable.
- 10.10.3 Internal cable-management channels must offer separate, isolated routing for both power and data cabling.
- 10.10.4 Internal cable management must be able to contain CAT 6 cables (a minimum of 80 each) and 1-inch flexible conduit (nine [9] each).
- 10.10.5 Management channel must contain fastening points to prevent an unintentional movement of cabling.
- 10.10.6 Cable-management rail must have a locking option to prevent unauthorized personnel access to internal cabling.

**LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE**

10.10.7 Must be available in both single- and dual-sided configurations to allow maximum flexibility.

Understood and Will Comply Clarification Exception

Details to support the answer:

10.11 Materials

10.11.1 Storage Enclosures

Wood parts must be constructed of 45-pound density, 1-1/8-inch-thick wood-core material, pressure bonded with a high-pressure laminate surface on both sides.

10.11.2 Surfaces

All monitor and input surfaces must be 45-pound density, 3/4-inch-thick wood-core material, pressure bonded with a high-pressure horizontal-grade laminate top, and sealing horizontal-grade backing sheet of laminate on the underside to prevent deflection.

10.11.3 Edge Material

10.11.3.1 All storage units and pedestals must use a 1.5-millimeter (mm)-thick thermoplastic vinyl extrusion with self-healing properties for maximum durability.

10.11.3.2 All input support surfaces must use a 3-mm-thick thermoplastic vinyl extrusion with self-healing properties for maximum durability. Must have a minimum of a 3-mm radius on front edge. ANSI/HFES 100-2007, Human Factors Engineering of Computer Workstations 8.3.1.4

10.11.4 Laminates

10.11.4.1 High-pressure laminate must meet ANSI/American Society of Mechanical Engineers (ASME) A 17.1; 1986 requirements for Class "B" laminate; and American Society for Testing and Materials (ASTM) D523-89, providing a non-glare matte finish.

10.11.4.2 All monitor and input surfaces must be 0.0625-inch-thick horizontal-grade laminate on the top surface, and on the backing sheet, all to prevent deflection.

10.11.4.3 Thermally fused laminate must meet National Electrical Manufacturers Association (NEMA) LI-1-1998. Low-pressure laminate is not acceptable.

10.11.5 Fabric

10.11.5.1 Abrasion resistance at a minimum must meet ASTM D-3597 standards.

**LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE**

10.11.5.2 Flammability requirements must adhere to ASTM E-84 (Steiner tunnel test or Class A or Class 1), and the State of California Technical Bulletin 117, Section E (SC-191-53).

10.11.5.3 Fabric must be made from 100 percent recyclable materials.

10.11.5.4 Fabric must be powder coated

10.11.5.5 Fabric must meet ASTM D3359-09 adhesion standard for durability.

10.11.5.6 Fabric must meet Powder Coating Institute (PCI) #8 solvent cure test for durability

Understood and Will Comply

Clarification

Exception

Details to support the answer:

10.12 Electrical Requirements

10.12.1 Every console will have three (3) power distribution units (PDU) for technology. Single-phase 20-ampere, 120-volt PDUs must provide 12 NEMA 5-15R outlets and a NEMA 5-20P input. PDU must be UL listed and CSA rated. Two PDUs at the computer cabinets, and one power strip mounted under the monitor shelf to support all monitors at each position, are required.

10.12.2 Total power draw for an individual console will not exceed 10 amperes. Total draw includes console lifting system and all environmental controls.

10.12.3 Furniture power (lift units, auxiliary heating/cooling) must be separate from the above PDUs (Section 10.12.1 above). Separate PDU for furniture shall include a 15-foot cord and the PDU must be UL listed.

10.12.4 Fans shall be incorporated into the furniture design, providing maximum air circulation to the equipment.

10.12.5 Task Lighting

10.12.5.1 Shall feature a 3-point articulating arm that swivels 120 degrees and provides a 180-degree tilt for maximum light control.

10.12.5.2 Shall be mountable to the input support surface using a grommet mount or directly to the monitor support rail.

10.12.5.3 Shall provide approximately 50,000 hours of lamp life.

10.12.5.4 Color temperature shall not exceed 3,800 degrees Kelvin (K).

10.12.5.5 Shall have a 3-lever dimmer to adjust illumination.

10.12.5.6 Must be available in three (3) colors – aluminum, white and black.

Understood and Will Comply

Clarification

Exception

Details to support the answer:

10.13 Wire and Cable Management

- 10.13.1 Must include two cable-access drops with energy chains for vertical cable management from input support surface to equipment enclosures.
- 10.13.2 Must include energy chains for vertical cable management from monitor support to input support surface
- 10.13.3 Must include energy chains for horizontal cable management between moving surface and fixed surface.
- 10.13.4 A quick-connect, user-accessible interface with accommodations for up to ten (10) configurable ports must be available, and must include full kits including ports, jacks and cables for: USB-A, RJ45, and 3.5-mm stereo audio connection kits. The quick-connect interface base unit also must provide cable management for the equipment it serves, and the console infrastructure must support cable management from the user's position to the central processing units (CPUs) inside the console.
- 10.13.5 Must provide a horizontal cable raceway for long cable runs.
- 10.13.6 Horizontal cable raceway must be easily accessible and allow drop-in cable runs.

Understood and Will Comply Clarification Exception

Details to support the answer:

10.14 Optional Furniture Items

Optional Wrist Rest - An option for a wrist rest made of gel material shall be available. Wrist rest shall be completely washable.

Understood and Will Comply Clarification Exception

Details to support the answer:

10.15 Training Workstation (Optional)

- 10.15.1 Provide similar workstations without power lift capabilities. Storage for up to four (4) personal computers (tower PCs).
- 10.15.2 Provide adjustment of monitors so that the gaze angle to the center of the screen ranges between 15 degrees and 20 degrees below horizontal eye level. ANSI-HFES 100-2007, Human Factors Engineering of Computer Workstations 5.2.4.3

**LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE**

- 10.15.3 Design must accommodate use of up to six (6) 21-inch widescreen LCD flat-panel monitors on two tiers, with independent angle adjustment.
- 10.15.4 Must utilize 1-inch x 2-inch subframe system for increased structural integrity.
- 10.15.5 All cabling required to operate the consoles features must be completely concealed.

11. GROUNDING AND POWER

11.1 Workstation Grounding and Bonding

- 11.1.1 A solid copper ground bus bar shall be provided. Respondents shall ground furniture to this bus bar.
- 11.1.2 The ground bus bar shall be isolated from the metal frame of the workstation with phenolic isolators or similar suitable material.
- 11.1.3 The workstation frame shall be bonded to the ground bus bar with an insulated #6 American wire gauge (AWG) stranded copper wire using two-hole lugs on the workstation and the ground bus bar.
- 11.1.4 The ground bus bar shall have holes for attaching a minimum of eight (8) #12 AWG to #8 AWG single-hole ground lugs.
- 11.1.5 The ground bus bar shall be connected to the room's subsystem ground bus bar (SSGB) with a minimum #6 AWG stranded bonding conductor.
- 11.1.6 The bonding conductor shall be sized based on conductor length in accordance with Motorola R-56®, Standard and Guidelines for Communications Sites.
- 11.1.7 Maximum size for the workstation ground bus bonding conductor is 3/0 stranded copper.
- 11.1.8 All metal components of each workstation shall be electrically bonded through welds, bonding straps or bare-metal mating surfaces connected with a minimum of three (3) threads of a machine screw, and a star washer under the machine-screw head.

Understood and Will Comply

Clarification

Exception

Details to support the answer:

12. TRAINING SUPPORT

12.1 End-User Training

Respondents shall include end-user training in their proposals. Each class shall be conducted at Lincoln County's PSOC. Respondents shall conduct end-user training classes to support the quantity of personnel.

Understood and Will Comply Clarification Exception

Details to support the answer:

12.2 Training Materials

The successful Respondent shall provide hard and soft copies of furniture end-user training documentation, and copies of administrative training documentation in CD or DVD format, in addition to a hard copy for each participant.

Understood and Will Comply Clarification Exception

Details to support the answer:

13. INSTALLATION AND IMPLEMENTATION RESPONSIBILITIES

13.1 Project Management

Respondents shall assign a project manager to this project who is familiar with similar projects. Respondents must provide the project manager's résumé, references and experience with like projects.

Understood and Will Comply Clarification Exception

Details to support the answer: SEE NEXT PAGE

13.2 High-Level Project Plan and Gantt Chart

Respondents shall include in their proposals a high-level project plan that shows the entire project. The plan must include the steps that will be followed to ensure that there are no service interruptions. At a minimum, the following shall be included:

- 13.2.1 Equipment procurement
- 13.2.2 Equipment installation
- 13.2.3 Training scheduling

The project plan also must include a task-oriented Gantt chart based on the project plan and created in Microsoft Project. A PDF copy also shall be provided.

Understood and Will Comply Clarification Exception

Details to support the answer: SEE NEXT PAGE

13.3 Monthly/Weekly Progress Reports

Lincoln County requires, at a minimum, monthly written progress reports. The monthly progress report must contain details related to the following tasks:

- 13.3.1 Installation progress
- 13.3.2 Testing and acceptance
- 13.3.3 Adherence to the Gantt chart and adjustments, if necessary
- 13.3.4 Punch-list items, outstanding issues and progress report

Jennifer G. Taylor

Senior Account Director & Project Manager

704.650.8621

Jennifer.taylor@sbfi.com

www.sbfi.com

Community Work Available

Background of real estate development, project management, implementing design and account execution, with sixteen years in progressive roles of combined facets.

History of orchestrating successful sales strategies

and marketing initiatives designed to increase revenue.
Strong background in account management.

Project planning, safety instruction, and presenter of mission critical furniture, with 8 years in progressive roles within SBFI.

Refined relationship-building skills and experience working collaboratively with vendors and clients.

PROFESSIONAL EXPERIENCE

Senior Project Manager and Account Director

Mission Critical Division

SBFI, North America INC., Asheville NC, 2009–Present

Joined as a business development executive, promoted rapidly through a series of increasingly responsible account management and project management positions based on strong financial, operating, and team Leadership performance. Promoted to head of control room project management and currently manage 5 million dollars in specialized consoles.

- Project Managed from design to installation one of the largest mission critical projects in the country. 4 years committed as the primary contact for all aspects of the project.
- Increased profit amid tough economic pressures.
- A key player in the development of new product released in 2016.
- Successfully executed projects on time.
- Implemented next-generation anti-collision system.

Real Estate Development and Project Management

Sauss Burbank, 2005–2009

Worked with Real Estate Developer to open new residential neighborhoods and housing as well as worked with the city for government housing project. Followed strict governing laws and restrictions to build residential housing for over 5 communities.

- Promoted quickly to open high demand neighborhoods.
- Promoted neighborhoods through presentations throughout multiple counties.
- Enforced community restrictions.
- Project managed and executed the sale of homes and timeline of construction.

SKILLS

Project Planning
and Implementation

Design Planning
and Project Analysis

Speech Communication and Public Speaking

Client Relations and Management

Multisite Project Management

Mission Critical Furniture Expert

Management of UL Certification

Space Planning

HIGHLIGHTS

Lead Project Manager of extensive billion-dollar project

Achieved record sales in multiple markets and received Sales Employee of the Year and Top Sales Executive

International design, sales and PM training
16-year proven sales growth and PM track record

Account Manager and Broadcasting for NBA team

EDUCATION

Bachelor of Arts, North Carolina State University, Raleigh NC

Project Management Training

Business Administration Training

FINRA Series 6

Licensed Real Estate Broker

Jennifer G. Taylor

PERSONAL REFERENCES

Matt Cash
Manager
Jones Lang LaSalle
mobile: [+1.919.538.4868](tel:+19195384868)
direct: [+1.919.546.4470](tel:+19195464470)
Matthew.Cash@am.jll.com

Chad Hamm
Senior Project Manager
JLL
cell +1 317 460 4596
desk +1 317 838 2685
chad.hamm@am.jll.com
www.jll.com



Susan Downs
LEED AP
Vocon.
Project Designer
D (216) 586-6113
Susan.downs@vocon.com

Holly Cox
Project Manager – Carolinas West
(Formerly Wells Fargo Account)
Cell: (980) 221-4284
holly.cox@am.jll.com
www.jll.com

More available upon request

Lincoln County 911 - 05 Jan 2018

	Task Name	Planned Start Date	Planned Finish Date	Assigned	Priority					
1	1. Site Analysis and Team Introduction	2/1/2018	2/23/2018	Jennifer Taylor, SBF1 Team	High					
2	2. On-Site Meeting	2/1/2018	2/9/2018	Jennifer Taylor, SBF1 Team, Lincoln County 911 Team, MCP	High					
3	3. Review of floor layout and any changes	2/9/2018	2/19/2018	Jennifer Taylor, Colin Parry	High					
4	4. Review of project timeline	2/10/2018	2/16/2018	SBF1 Team, Lincoln County 911 Team	High					
5	5. Analysis complete	2/19/2018	2/23/2018	SBF1 Team	High					
6	6. 2. Design Analysis	2/23/2018	5/11/2018	SBF1 Team, Lincoln County 911 Team, MCP	High					
7	7. Equipment list provided	4/2/2018	4/9/2018	Lincoln County 911 Team	High					
8	8. Equipment list review	4/9/2018	4/11/2018	SBF1 Team	High					
9	9. Equipment list drawn up	4/11/2018	4/22/2018	SBF1 Team	High					
10	10. Complete equipment and cabling schematic to LC 911	4/23/2018	4/30/2018	SBF1 Team	High					
11	11. Completion of schematics	4/27/2018	5/4/2018	SBF1 Team	High					
12	12. Design schematics complete and approved	5/4/2018	5/11/2018	SBF1 Team, Lincoln County 911 Team	High					
13	13. Development Review	5/11/2018	6/15/2018	SBF1 Team	High					
14	14. Finalizing all client review	5/11/2018	5/18/2018	SBF1 Team, Lincoln County 911 Team	High					
15	15. Final design and room renders complete	5/18/2018	5/25/2018	SBF1 Team	High					
16	16. Final review discussion and approval	5/25/2018	6/1/2018	SBF1 Team, Lincoln County 911 Team, MCP	High					
17	17. Mock-Up	6/15/2018	7/3/2018	SBF1 Team	High					
18	18. Perform procurement checks	6/20/2018	6/20/2018	SBF1 Team	High					
19	19. Mock-up and fit test	6/20/2018	7/13/2018	SBF1 Team	High					
20	20. Review of mock-up	7/13/2018	7/18/2018	SBF1 Team, Lincoln County 911 Team, MCP	High					
21	21. Complete any changes	7/18/2018	7/27/2018	Jennifer Taylor, Colin Parry, SBF1 Team	High					
22	22. Testing complete	7/27/2018	7/31/2018	SBF1 Team	High					
23	23. 6. Implementation and Production	7/31/2018	10/31/2018	Jennifer Taylor, Colin Parry, SBF1 Team	High					
24	24. Bi-Weekly Accountability Review	7/31/2018	10/31/2018	Jennifer Taylor	High					
25	25. Bi-Weekly Plan of Action submitted	10/22/2018	10/22/2018	Jennifer Taylor	High					
26	26. Installation Plan of Action Approved	10/22/2018	10/31/2018	Jennifer Taylor, Lincoln County 911 Team	High					
27	27. Documentation, Delivery and Install	10/31/2018	12/12/2018	SBF1 Team	High					
28	28. SBF1 Team assigned review	10/31/2018	11/5/2018	SBF1 Team	High					
29	29. All training and safety materials available	11/5/2018	11/5/2018	SBF1 Team	High					
30	30. All documentation between listed dates	11/5/2018	11/20/2018	SBF1 Team, Lincoln County 911 Team	High					
31	31. Delivery and install and walk-through	12/3/2018	12/7/2018	SBF1 Team, Lincoln County 911 Team	High					
32	32. Punch list items capture and complete between listed dates	12/7/2018	12/21/2018	SBF1 Team	High					
33	33. Delivery and install could happen anytime after 10-31	10/31/2018	12/21/2018	High	High					
34	34. 7. Training	12/7/2018	12/19/2018	Jennifer Taylor, Colin Parry	High					
35	35. Train administrators and users between listed dates	12/19/2018	12/19/2018	Jennifer Taylor	High					
36	36. Training complete	12/19/2018	12/19/2018	Jennifer Taylor, Colin Parry	High					
37	37. 8. Documentation Finalized	12/19/2018	12/21/2018	SBF1 Team	High					
38	38. Ensure all Technical documentation is provided	12/19/2018	12/21/2018	SBF1 Team	High					
39	39. Ensure all user safety and maintenance is provided	12/19/2018	12/21/2018	SBF1 Team	High					
40	40. Project complete	12/21/2018	12/21/2018	High	High					

Project Plan - Lincoln County 911

From 01 February 2018 to 21 December 2018. As at 05 January 2018 EST.

Planned Start Date:

01 February 2018

Planned Finish Date:

21 December 2018

WBS	Name	Planned Start Date	Planned Finish Date	Percent Complete	Assigned To
1	1. Analysis and Team Introduction	2/1/2018	2/23/2018	0	Jennifer Taylor, SBFI Team
2	On-Site Meeting	2/1/2018	2/9/2018	0	Jennifer Taylor, SBFI Team, Lincoln County 911 Team, MCP
3	Review of floor layout and any changes	2/9/2018	2/19/2018	0	Jennifer Taylor, Colin Parry
4	Review of project time line	2/1/2018	2/19/2018	0	SBFI Team, Lincoln County 911 Team
5	Analysis complete	2/19/2018	2/23/2018	0	SBFI Team
6	2. Design Analysis	2/23/2018	5/11/2018	0	SBFI Team, Lincoln County 911 Team, MCP
7	Equipment list provided	4/2/2018	4/9/2018	0	Lincoln County 911 Team
8	Equipment list review	4/9/2018	4/11/2018	0	SBFI Team
9	Equipment list drawing due	4/11/2018	4/23/2018	0	SBFI Team
10	Blank equipment and cabling schematic to LC 911	4/23/2018	4/27/2018	0	SBFI Team
11	Completion of schematics	4/27/2018	5/4/2018	0	SBFI Team
12	Design schematics complete and approved	5/4/2018	5/11/2018	0	SBFI Team, Lincoln County 911 Team
13	3. Development Review	5/11/2018	6/15/2018	0	SBFI Team
14	Finalizing all client review	5/11/2018	5/18/2018	0	SBFI Team, Lincoln County 911 Team
15	Final shop drawings and room renders complete	5/18/2018	5/25/2018	0	SBFI Team
16	Final review discussion and approval	5/25/2018	6/15/2018	0	SBFI Team, Lincoln County 911 Team, MCP
17	4. Mock-Up	6/15/2018	7/31/2018	0	SBFI Team
18	Perform procurement checks	6/15/2018	6/20/2018	0	SBFI Team
19	Manufacturer and test fit	6/20/2018	7/13/2018	0	SBFI Team
20	Review of mock-up	7/13/2018	7/18/2018	0	SBFI Team, Lincoln County 911 Team, MCP
21	Complete any changes	7/18/2018	7/27/2018	0	Jennifer Taylor, Colin Parry, SBFI Team
22	Testing complete	7/27/2018	7/31/2018	0	SBFI Team
23	5. Implementation and Production	7/31/2018	10/31/2018	0	Jennifer Taylor, Colin Parry, SBFI Team
24	Bi-Weekly/Monthly reports	7/31/2018	10/31/2018	0	Jennifer Taylor
25	Installation Plan of Action submitted	10/22/2018	10/22/2018	0	Jennifer Taylor
26	Installation Plan of Action Approved	10/22/2018	10/31/2018	0	Jennifer Taylor, Lincoln County 911 Team
27	6. Documentation, Delivery and Install	10/31/2018	12/12/2018	0	SBFI Team
28	SBFI Team assigned review	10/31/2018	11/5/2018	0	SBFI Team

29	All training and safety orientation materials available	11/5/2018	11/5/2018	0	SBFI Team
30	Final installation meeting between listed dates	11/5/2018	11/12/2018	0	SBFI Team, Lincoln County 911 Team
31	Delivery and install and walk-through	12/3/2018	12/7/2018	0	SBFI Team, Lincoln County 911 Team
32	Punch list items capture and complete between listed dates	12/7/2018	12/21/2018	0	SBFI Team
33	Delivery and install could happen anytime after 10-31	10/31/2018	12/21/2018	0	Unassigned
34	7. Training	12/7/2018	12/19/2018	0	Jennifer Taylor, Colin Parry
35	Train administrators and users between listed dates	12/11/2018	12/18/2018	0	Jennifer Taylor, Colin Parry
36	Training complete	12/19/2018	12/19/2018	0	Jennifer Taylor
37	8. Documentation Finalized	12/19/2018	12/21/2018	0	SBFI Team
38	Ensure all Technical documentation is provided	12/19/2018	12/21/2018	0	SBFI Team
39	Ensure all user safety and maintenace is provided	12/19/2018	12/21/2018	0	SBFI Team
40	Project complete	12/21/2018	12/21/2018	0	Unassigned

**LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE**

Understood and Will Comply Clarification Exception

Details to support the answer:

13.4 Respondent Change Order

The successful Respondent shall be responsible for the submission of a written change order prior to performing work, or for equipment not covered under the contract with Lincoln County.

Understood

13.5 Responsibility for Damages

The successful Respondent shall be responsible for damages caused by the Respondent, subcontractors or delivery personnel to any Lincoln County and EOC facilities through the receiving, delivery and installation of the entire solution.

Understood and Will Comply Clarification Exception

Details to support the answer:

13.6 Respondent's Personnel

The successful Respondent's personnel and subcontractors shall be professional at all times while onsite and working with and around Lincoln County or other vendor personnel. If issues arise, Lincoln County reserves the right to request any of the Contractor's personnel to be replaced at any time.

Understood and Will Comply Clarification Exception

Details to support the answer:

13.7 Storage

The successful Respondent shall be accountable for the storage of materials until such time that the items are to be installed. Lincoln County facilities shall not be used as a warehouse for uninstalled equipment.

**LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE**

Understood and Will Comply

Clarification

Exception

Details to support the answer:

13.8 Delivery

The successful Respondent shall arrange for equipment to be delivered onsite on an as-needed basis, and the cost for delivery must be included in Respondent's proposal. The receipt, inventory and movement of material shall be the responsibility of the successful Respondent. Respondent should or must be onsite to receive delivery of material.

Understood and Will Comply

Clarification

Exception

Details to support the answer:

13.9 Packaging/Shipping Material

The successful Respondent shall be responsible for the disposal of shipping materials, as well as the daily removal of other day-to-day refuse.

Understood and Will Comply

Clarification

Exception

Details to support the answer:

13.10 Inventory Control

The successful Respondent shall provide Lincoln County with a detailed inventory of all equipment provided in the installation of the solution and owned by Lincoln County. At a minimum, the inventory data shall include where it is installed, manufacturer, manufacturer's warranty period, part number, serial number, quantity, and model number. The successful Respondent shall provide the inventory in hard and soft copy using Microsoft Excel.

Understood and Will Comply

Clarification

Exception

Details to support the answer:

13.11 Installation Compliance

The solution installation shall comply with all applicable national, state and local codes. Any portion of the work not subject to the requirements of an electrical code published by a specific

**LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE**

authority having jurisdiction over such work shall be governed by the National Electrical Code (NEC) and any and all applicable sections of the National Fire Code, as published by the National Fire Protection Association (NFPA).

Installation procedures, methods and conditions shall be in compliance with the latest requirements of the OSHA, ADA, and the Architectural Barriers Act (ABA).

The successful Respondent shall be responsible for all costs incurred to meet these codes and conditions.

Additional codes and requirements pertaining to the work may include the following:

- 13.11.1 NFPA 72 – National Fire Alarm and Signaling Code
- 13.11.2 International Electrotechnical Commission (IEC)
- 13.11.3 IEC 60268-16, Third Edition 2003-05 – Sound system equipment
- 13.11.4 ANSI/HFES 100 2007, Human Factors Engineering of Computer Workstations Standards
- 13.11.5 Sustainable Technology Environments Program
- 13.11.6 UL
- 13.11.7 Building Industry Consulting Service International (BICSI) Telecommunications Distribution Methods Manual, latest edition
- 13.11.8 ANSI/Telecommunications Industry Association (TIA)/Electronic Industries Alliance (EIA)-568-B – Commercial Building Telecommunications Cabling Standard
- 13.11.9 ANSI/TIA/EIA-569 – Commercial Building Standards for Telecommunications Pathways and Spaces
- 13.11.10 ANSI/TIA/EIA-606-A – Administration Standard for Commercial Telecommunications Infrastructure
- 13.11.11 TIA-607-A – Commercial Building Grounding (Earthing) and Bonding Requirements for Telecommunications
- 13.11.12 EIA RS-232 – Serial Communications Electrical Interface
- 13.11.13 Federal Communications Commission (FCC) Part 15
- 13.11.14 FCC Part 68
- 13.11.15 Institute of Electrical and Electronics Engineers (IEEE) 802.3
- 13.11.16 IEEE 802.5
- 13.11.17 Article 800 Communications Circuits
- 13.11.18 NFPA 75 – Protection of Electronic Computer / Data Processing Equipment

Understood and Will Comply

Clarification

Exception

**LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE**

Details to support the answer:

13.12 Tax Statement and Certification

The successful Respondent shall submit Tax Statement and Certificaiton. See Appendix D,
TAX STATEMENT AND CERTIFICATION

14. SUPPORT AND DOCUMENTATION

14.1 Preliminary Testing Plan

The successful Respondent shall test all installed equipment and systems upon completion of the installation.

- 14.1.1 The successful Vendor shall demonstrate proper operation of all equipment and devices to Lincoln County.
- 14.1.2 Proper operations shall include successful operation of the lift-top mechanism, including start/stop, presets and automatic stop/reverse when an obstruction is encountered.
- 14.1.3 The successful Vendor shall demonstrate proper operations and adjustment of all doors, slides, articulating arms and all electrical and electronic elements of the furniture systems.
- 14.1.4 The successful Vendor shall coordinate systems test parameters with Lincoln County prior to the start of testing.

Understood and Will Comply Clarification Exception

Details to support the answer:

14.2 Respondent(s) Point of Contact

The successful Respondent must provide a single point of contact for all issues relating to this RFP. The successful Respondent must provide names, email addresses and phone numbers for these contacts.

Understood and Will Comply Clarification Exception

Details to support the answer: Jennifer Taylor 704.650.8621 (Location: Charlotte, NC)
Jennifer.taylor@sbfi.com

14.3 Documentation

The successful Respondent must provide Lincoln County with documentation relating to the solutions proposed in this RFP. The successful Respondent shall provide a minimum of hard and soft copies of all solution documentation. Soft copy documentation must be on USB drive and shall include:

**LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE**

- 14.3.1 Complete operations and maintenance manuals for the furniture, and a recommended list of spare parts and equipment to accommodate rapid repair of the furniture.
- 14.3.2 Detailed diagrams of all electrical circuits provided as part of the furniture. Each circuit shall be labeled according to the originating electrical circuit in the building electrical distribution system.
- 14.3.3 Labeling information for all circuits, wiring and low-voltage cabling provided.
- 14.3.4 All record documents, which shall be provided to Lincoln County on 8-½-inch by 11-inch hard copies bound in 3-ring binders, as well as a soft copy (copies) in electronic format(s) as coordinated with Lincoln County.
- 14.3.5 The successful Vendor shall provide the manufacturer's operation, warranty registration materials and configuration manuals to Lincoln County as part of the system documentation package.

Understood and Will Comply

Clarification

Exception

Details to support the answer:

14.4 Non-Covered Items

Respondents must describe how non-warranty or maintenance-agreement-covered items are repaired. Respondents must describe the processes and procedures, and provide cost factors.

Understood and Will Comply

Clarification

Exception

Details to support the answer: SBFI's non-warranty and maintenance agreement has a proven track record as we have perfected our process over the last 40 years. If a problem with your console arises, you simply contact the warranty department to start the repair. A warranty representative will collect the information and give possible feedback on fixing the problem then. If a 911 console technician is needed on site the warranty representative will schedule the visit during the call. If it is a non-warranty item, SBFI offers a phone warranty session free of cost. If a site visit is needed, a quote is submitted for approval and SBFI will be onsite as quickly as possible. If the parts are under warranty; the only cost is labor. Labor is dependent upon the problem and is invoiced at an hourly rate. The rate is on average \$95 an hour. SBFI takes pride in word of mouth and our product, so our goal is to go above and beyond to make sure you are satisfied. Our warranty process and procedures are covered in our training sessions and manuals. More information is available upon request.

15. WARRANTY

15.1 Warranty and Service and Maintenance Agreement

15.1.1 Three (3)-year coverage for all product, delivery, and installation is required. Absolutely no costs associated with replacement or repair of any portion of the product or installation will be passed on to the customer during the first three (3) years of warranty.

15.1.2 Lifetime warranty on all structural components is required. After three (3) years, labor and installation expenses associated with product replacement under the warranty will be assessed on a case-by-case basis. Products not covered for life include:

- Electrical components
- Monitor arms
- Input platform mechanism

15.1.3 An optional service-and-maintenance agreement can be quoted upon request to eliminate labor and installation expenses associated with product replacement under the warranty after the initial three (3)-year period. The optional service-and-maintenance agreement would cover:

- Installation beyond the initial three (3)-year warranty period
- Scheduled visits to inspect all products

15.1.4 Non-covered items – Respondents must describe how non-warranty or maintenance-agreement-covered items are repaired. Respondents must describe the processes and procedures and provide cost factors.

Understood and Will Comply

Clarification

Exception

Details to support the answer: The (3)-year warranty period provides coverage for components operated through normal wear and tear for a 24/7 facility. All personnel must be trained on how to operate the consoles for day to day operation. This warranty does not cover repair or replacement of damages caused by misuse or operation beyond normal wear and tear. SBFI will need to first gather information via phone to best assess the situation in preparation for a site visit. Any electric lift system issues will try to be diagnosed and resolved via phone with a Lincoln County representative prior to a site visit.



RFP 2018-0109

WARRANTY (FIRST 3 YEARS)
WARRANTY (BEYOND 3 YEARS)

WARRANTY (FIRST 3 YEARS)



SBFI warranty is effective from the date of installation under the following terms and conditions.

All structural components sold by SBFI North America are covered by a lifetime warranty, guaranteed to be free of mechanical defects in workmanship and materials under conditions of reasonable use in 24/7 mission critical environments. All other non-electrical products and components are covered for a period of ten (10) years following the date of installation.

Electrical goods, FUSE components, and the like are warranted for a period of (3) three years.

Components that form the monitor arm system and the Linak electrical sit-stand mechanism are guaranteed to be free of mechanical defects in workmanship and materials, under conditions of reasonable office use in 24/7 mission critical environments for a period of three (3) years from date of installation. The warranty is for both replacement parts and labor charges to repair or replace these components, and is only valid in so far as the equipment has been used and maintained correctly.

This warranty is only valid in so far as the equipment has been used and maintained correctly. Furthermore, the system must not be exposed to violent treatment.

During the applicable warranty period, SBFI, as its sole obligation, will repair or replace (at its discretion) any product, part, or component covered by this warranty and sold after the effective date of this warranty, which fails under normal use as a result of a defect in material or workmanship. SBFI will repair or replace the aforementioned product, part, or component with a comparable product, part, or component. SBFI shall not be liable for loss of time, inconvenience, commercial loss, or incidental or consequential damages. This warranty extends only to the original purchasers who acquire new product from SBFI. Any product, part, or component must have been used and maintained according to SBFI's published instructions, and installed by an SBFI factory-trained technician or an authorized SBFI installer. If these requirements are met, warranty coverage will be extended. Any misuse, abuse, or modification to the original product voids the warranty.

SBFI does not warrant:

- Failure resulting from excessive wear and tear
- Natural variations in wood grain or figure or the presence of character marks
- Changes in surface finishes, including colorfastness, due to aging or exposure to light
- Products that are exposed to extreme environmental conditions or that have been subject to improper storage
- Damage or marking of materials caused by sharp objects



WARRANTY (BEYOND 3 YEARS)



SBFI warranty is effective from the date of installation under the following terms and conditions.

All structural components sold by SBFI North America are covered by a lifetime warranty, guaranteed to be free of mechanical defects in workmanship and materials under conditions of reasonable use in 24/7 mission critical environments. All other non-electrical products and components are covered for a period of ten (10) years following the date of installation.

Electrical goods, FUSE components, and the like are warranted for an initial period of (3) three years. After (3) three years, the electric components will cease to be covered (materials and labor). If an extended maintenance agreement is executed, labor only will be covered per terms of that agreement.

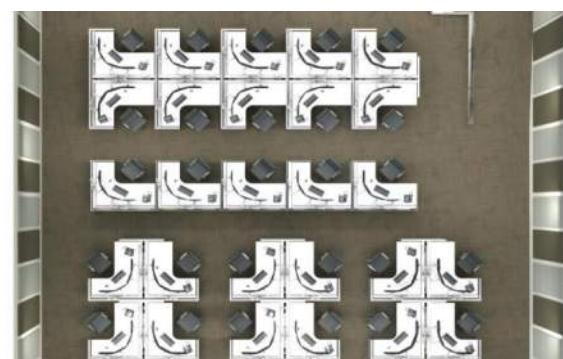
Components that form the monitor arm system and the Linak electrical sit-stand mechanism are guaranteed to be free of mechanical defects in workmanship and materials, under conditions of reasonable office use in 24/7 mission critical environments for a period of three (3) years from date of installation. After (3) three years, these components will cease to be covered (materials and labor). If an extended maintenance agreement is executed, labor only will be covered per terms of that agreement.

This warranty is only valid in so far as the equipment has been used and maintained correctly. Furthermore, the system must not be exposed to violent treatment.

During the applicable warranty period, SBFI, as its sole obligation, will repair or replace (at its discretion) any product, part, or component covered by this warranty and sold after the effective date of this warranty, which fails under normal use as a result of a defect in material or workmanship. SBFI will repair or replace the aforementioned product, part, or component with a comparable product, part, or component. SBFI shall not be liable for loss of time, inconvenience, commercial loss, or incidental or consequential damages. This warranty extends only to the original purchasers who acquire new product from SBFI. Any product, part, or component must have been used and maintained according to SBFI's published instructions, and installed by an SBFI factory-trained technician or an authorized SBFI installer. If these requirements are met, warranty coverage will be extended. Any misuse, abuse, or modification to the original product voids the warranty.

SBFI does not warrant:

- Failure resulting from excessive wear and tear
- Natural variations in wood grain or figure or the presence of character marks
- Changes in surface finishes, including colorfastness, due to aging or exposure to light
- Products that are exposed to extreme environmental conditions or that have been subject to improper storage
- Damage or marking of materials caused by sharp objects



16. RFP ADMINISTRATION

16.1 Line Item Pricing

It is recognized that costing may not fit a specific template or format. Respondents shall provide line-item pricing in soft copy, utilizing Microsoft Excel. Respondents' line-item pricing shall be viewable in Excel.

Pricing for the furniture should be clearly labeled and include the following:

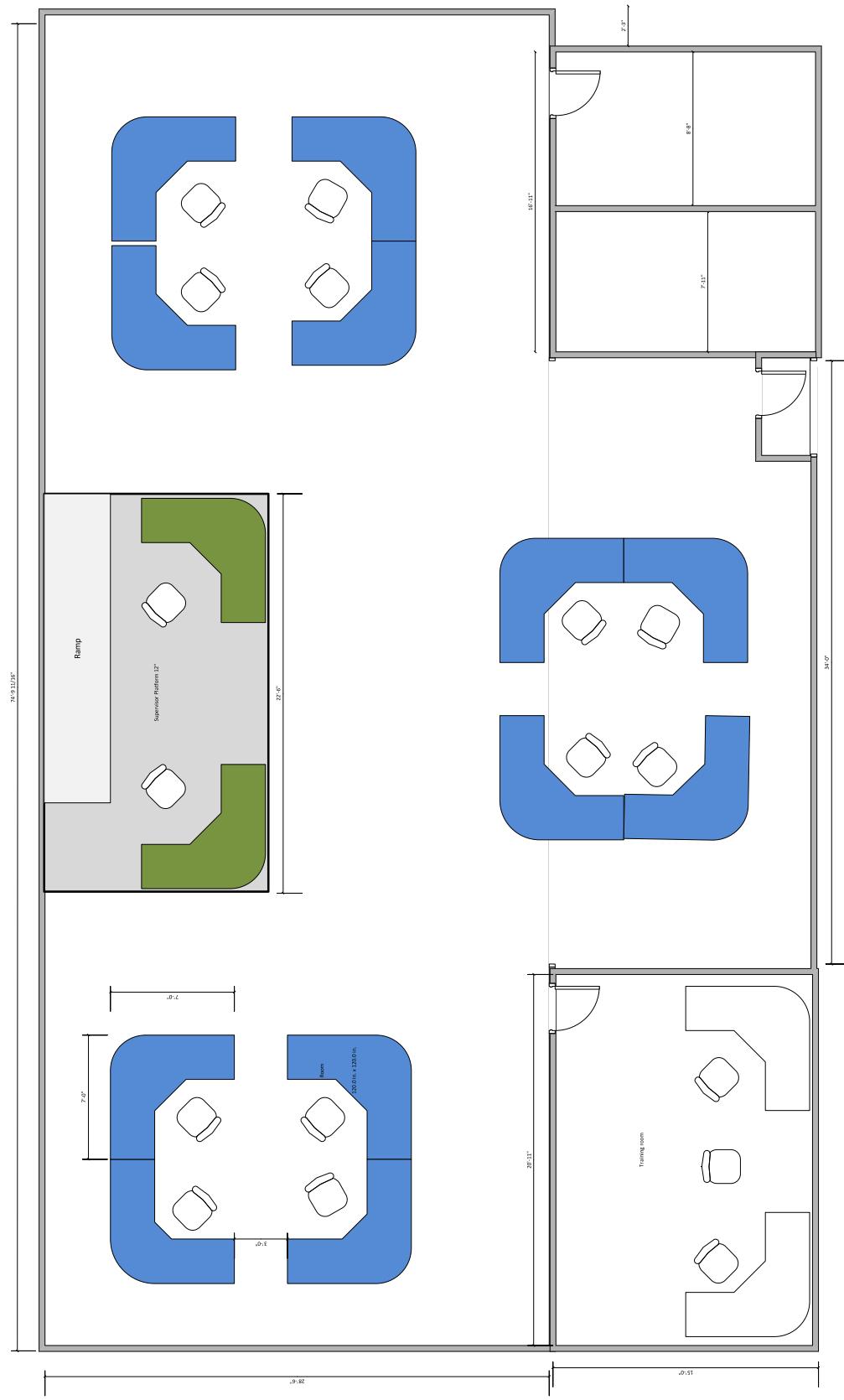
- 16.1.1 Cost and detailed description
- 16.1.2 Line-item pricing for all
- 16.1.3 Respondent options not defined in this RFP
- 16.1.4 Training
- 16.1.5 Year One 24 x 7 warranty and labor clearly identified
- 16.1.6 Option priced separately (include all parts, connections and labor)

Understood and Will Comply Clarification Exception

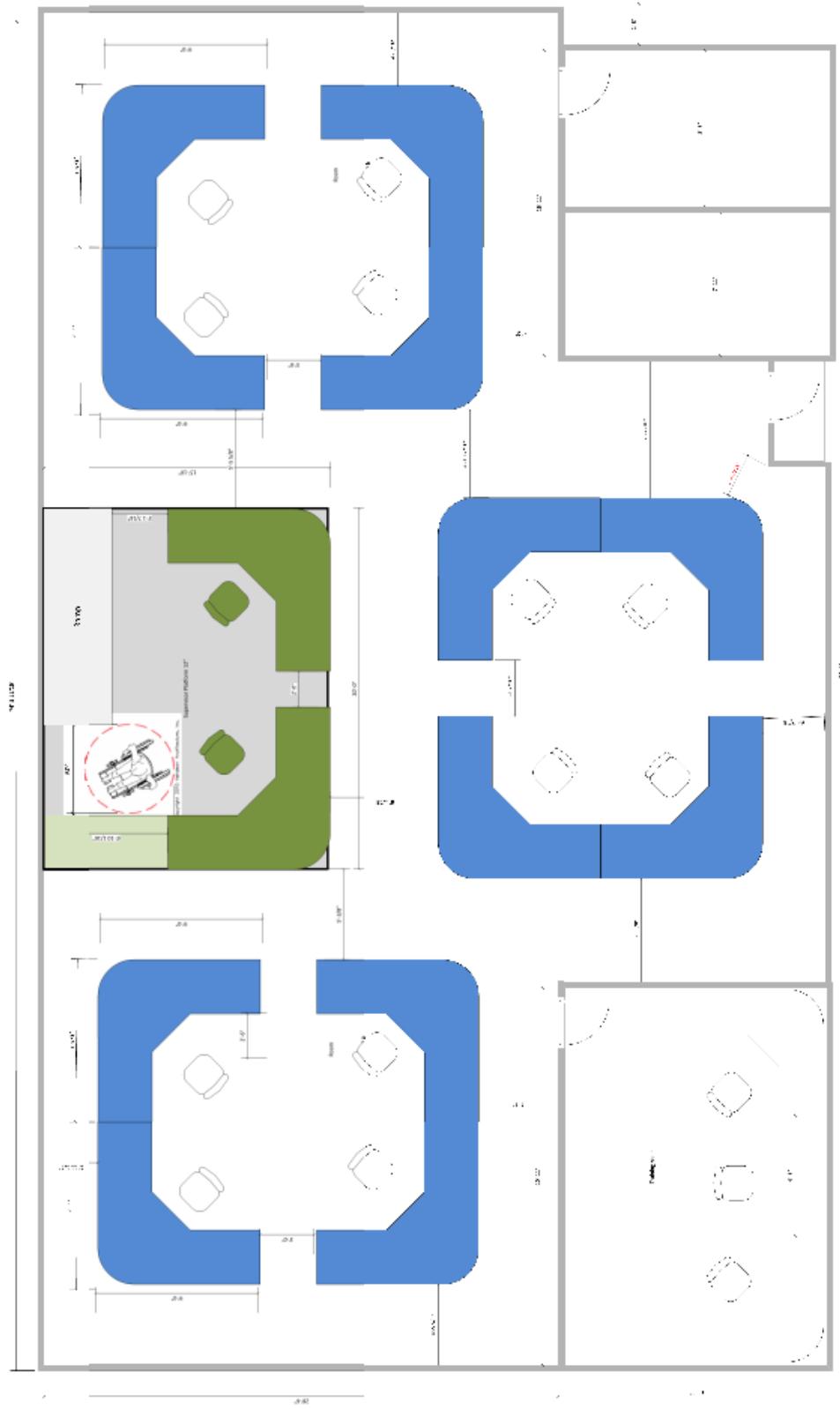
Details to support the answer: Please see following page for pricing

17. CONSTRUCTION DRAWINGS

Here are example drawings. DWG and Visio drawings are available and will be provided upon request. The four to the right are the optional positions.



LINCOLN COUNTY E911
RFP 2017-0109 (A) DISPATCH FURNITURE





GLOBALLY SINCE 1976





ASPECT



LINCOLN COUNTY 911

SHOWN WITH OPTIONAL 42" PARTITION SCREENS



ASPECT

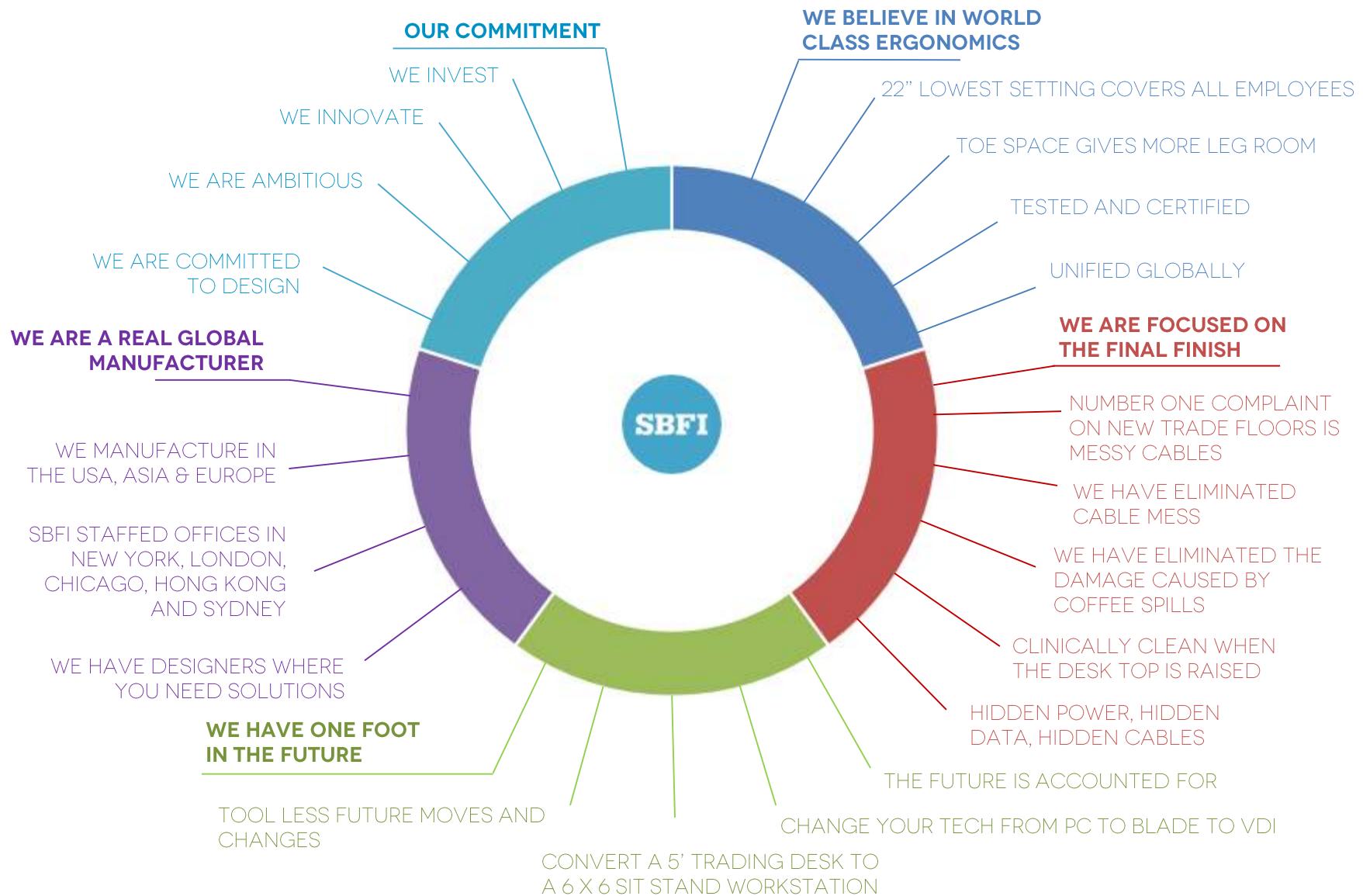


LINCOLN COUNTY 911

SHOWN WITH OPTIONAL 42" PARTITION SCREENS



SBFI



WHAT PUTS **SBFI** AHEAD OF THE COMPETITION?

1. ERGONOMIC EXCELLENCE

- Why start at 29" instead of SBFI's more diverse 22" desks
- Design for the whole workforce
- 43% of workforce is female

2. CABLE MGMT AND TIDINESS

- Cables/Powerstrips used to be stuffed beneath infills
- SBFI's solution prevents a messy sit/stand desk
- Poor cable mgmt is the no.1 floor killer
- Powerstrips are hidden as well as spill-proof

3. DEDICATED MONITOR ARMS

- Office furniture arms are not designed for 24/7 environments
- Sit/stand movement makes typical arms vibrate
- No assembly, No Tools, Quick Connect



SHOWN WITH OPTIONAL 42" PARTITION SCREEN
COLOR OPTION 2



ERGONOMIC EXCELLENCE

HEIGHT ADJUSTABILITY

- Industry leading lower limit of 22"
- Provides a more diverse ergonomic range
- A user-based design for more comfort

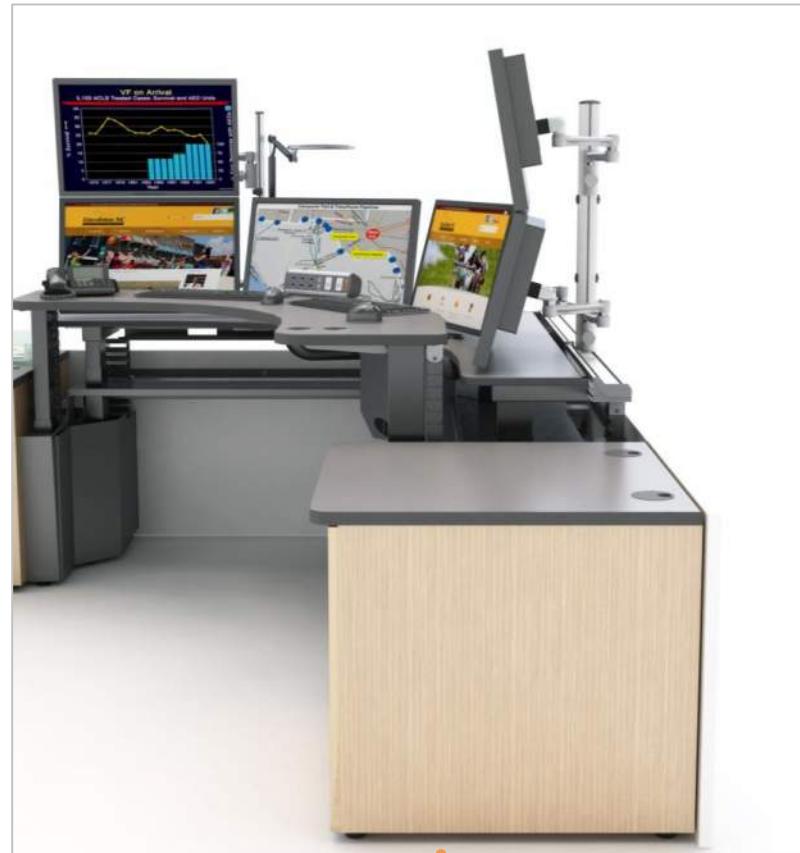
REAR MONITOR PLANE

- 26" to 51" Height Adjustment



43%
OF THE WORKFORCE IS
NOW FEMALE

DUAL PLANE ADJUSTMENT



FRONT PLANE WORKSURFACE ADJUSTMENT
INDEPENDENT OF REAR MONITOR PLANE
ADJUSTMENT

ELECTRICS

SHOWN WITH OPTIONAL EXTRAS

- FUSE UNIT – **OPTIONAL**
- SCREEN DATA INTERFACE – **OPTIONAL**
- POWER STRIP – **MOUNTED IN CABLE TRAY FOR SCREEN POWER**
- ENVIRONMENT CONTROL – **OPTIONAL**



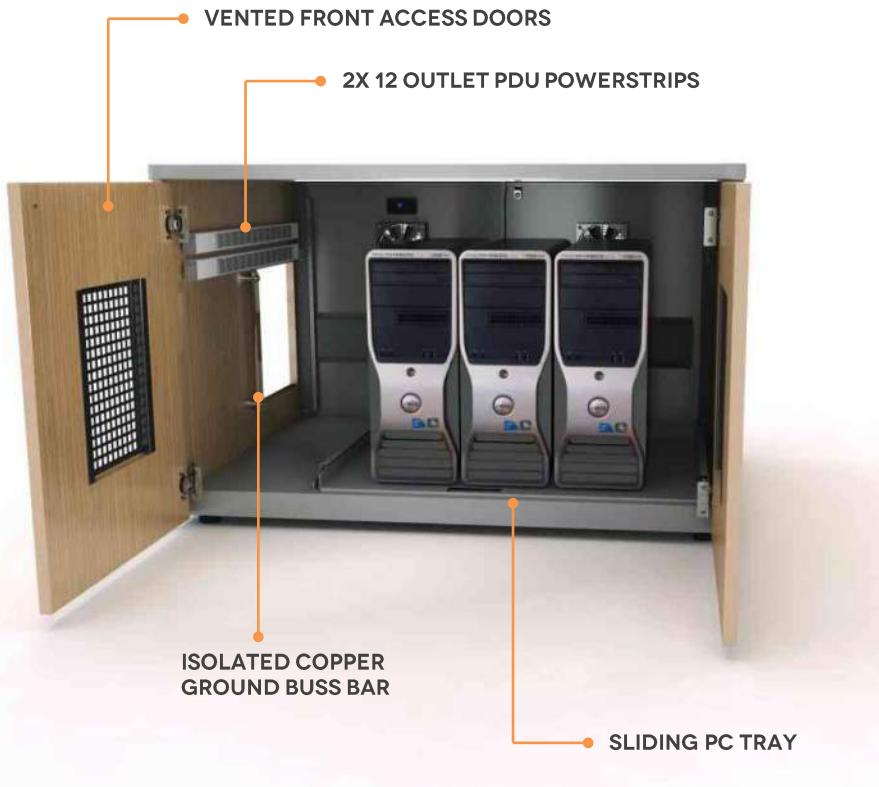
OPTIONAL SCREEN DATA INTERFACE

SHOWN WITH OPTIONAL HIGH ACOUSTIC PANELS

42" EQUIPMENT ENCLOSURE

EQUIPMENT STORAGE WITH REAR ACCESS

- Large PC housing unit
- Vented doors on front and rear
- Cable access grommets mounted into top
- Mounted power within unit



NOTE: SECOND EQUIPMENT ENCLOSURE AT SUPERVISOR STATION IS OPTIONAL



SBFI

30" PERSONAL STORAGE UNIT



NOTE: HEIGHT ADJUSTABLE SHELF WITHIN UNIT



WELL BEING IN THE WORKPLACE

REPORTED ISSUES WITH A REGULAR FIXED HEIGHT DESK

Studies indicate that



70% ENDURE BACK PAIN

70% office workers have experienced back pain,
74% experience musculoskeletal pain atleast a few times a week while sat at their desk



5.2 HOURS LOST PER WEEK

Over 9 days lost productivity per employee each year, with back pain

ERGONOMIC DESIGN ISN'T JUST FOR TALL PEOPLE

Those below average height are also regular sufferers of musculoskeletal pain. To combat this it's essential that desks go down as well as up. Called sit-sit this means desktop can be set at the correct height for sitting. This also makes working more comfortable for wheelchair users

INCREASED PRODUCTIVITY USING SIT-STAND DESKS

Studies have reported the following results

felt more energized & comfortable

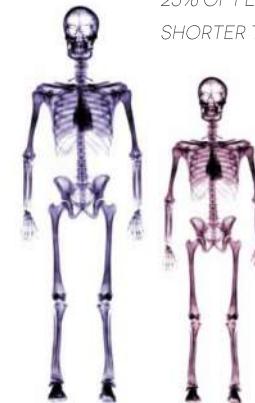
felt healthier overall

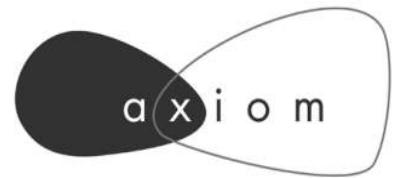
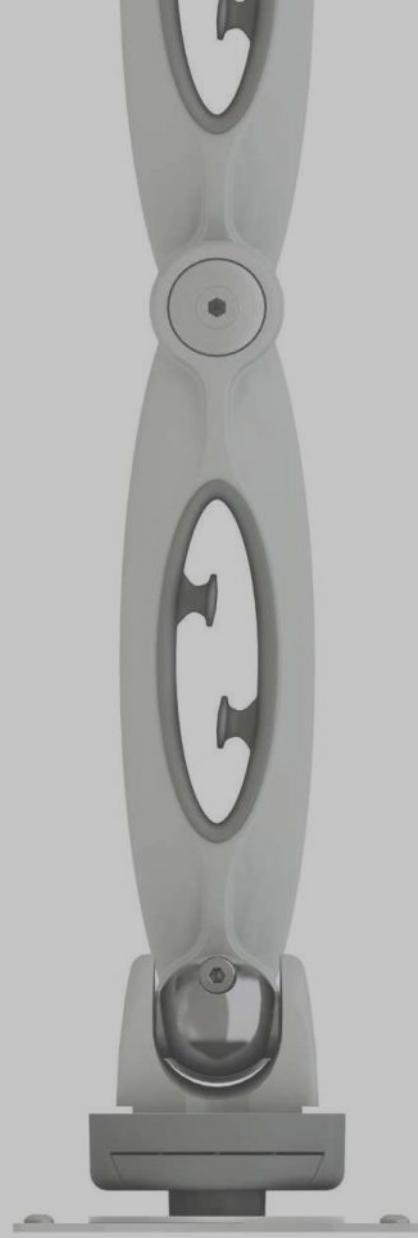
average decrease in musculoskeletal discomfort

felt less stressed

25% OF MALES WILL BE
TALLER THAN 5'-11"

25% OF FEMALES WILL BE
SHORTER THAN 5'-2"





WORLD'S TOP
SELLING TECH ARM

SBFI

DEDICATED MONITOR ARM

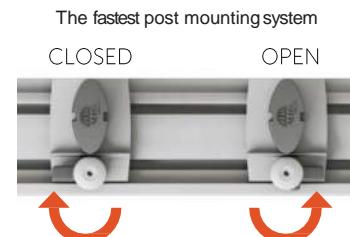


Joint engineering is critical to arm performance and monitor stability. If the smallest vibration is transmitted it can cause monitors to bounce.

Attaching your monitor is fast with our tool-less dovetail mount.

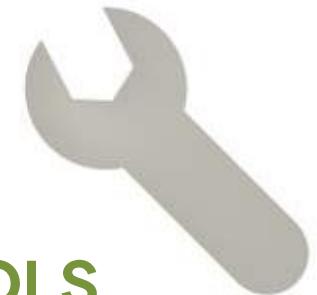


Screens fit into a snug taper



AXIOM MONITOR ARM

- Typical office furniture monitor arms are NOT designed for 24/7 use usage
- Typical monitor arms vibrate from sit/stand movement
- No assembly is required
- Quick connect to desk makes installation stress-free



**NO.
TOOLS.
REQUIRED.**

OPTIONAL EXTRAS

VESA RETAINER CLIP

Provides a resistance to screen removal, ideal for reconfiguration of screens without losing height settings.

Available in two spring strengths.

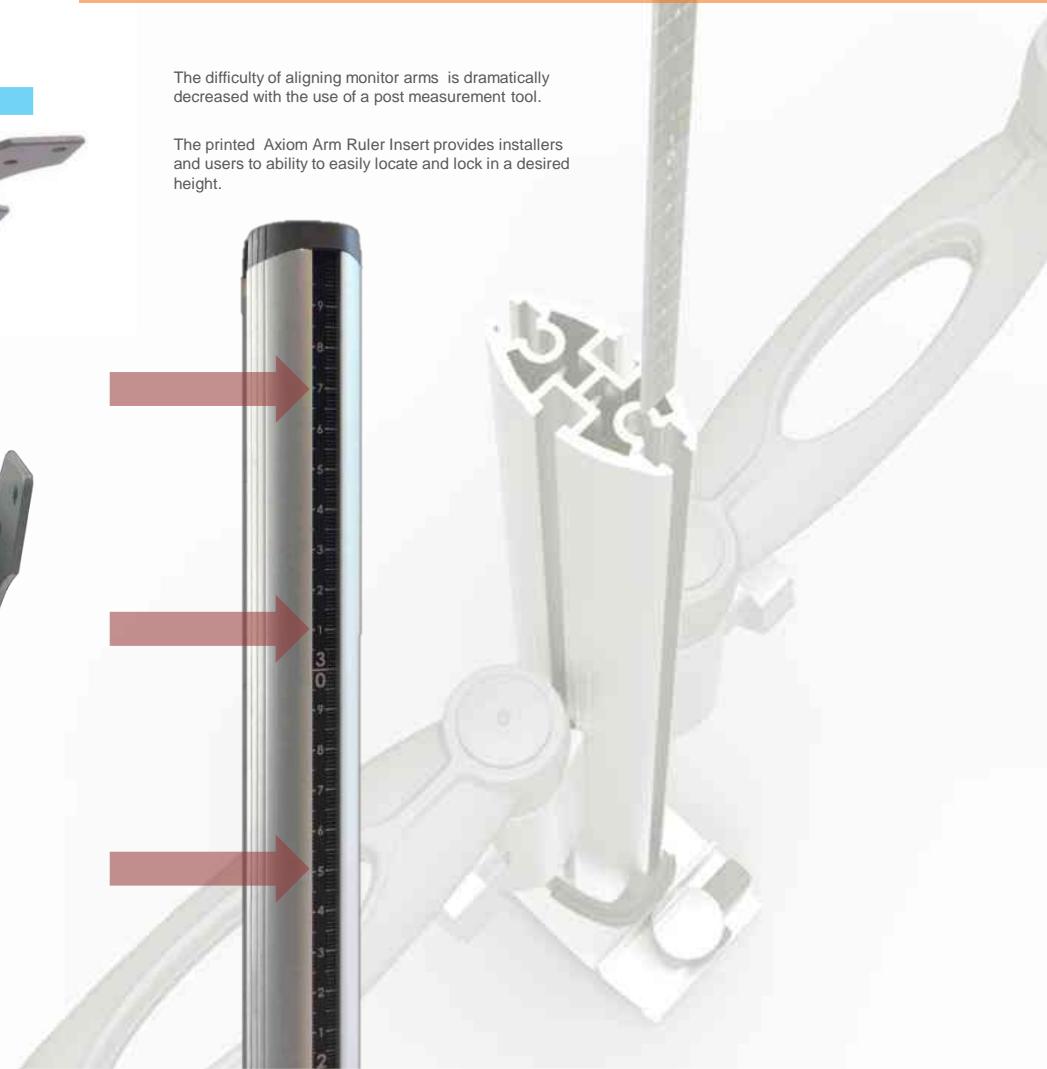
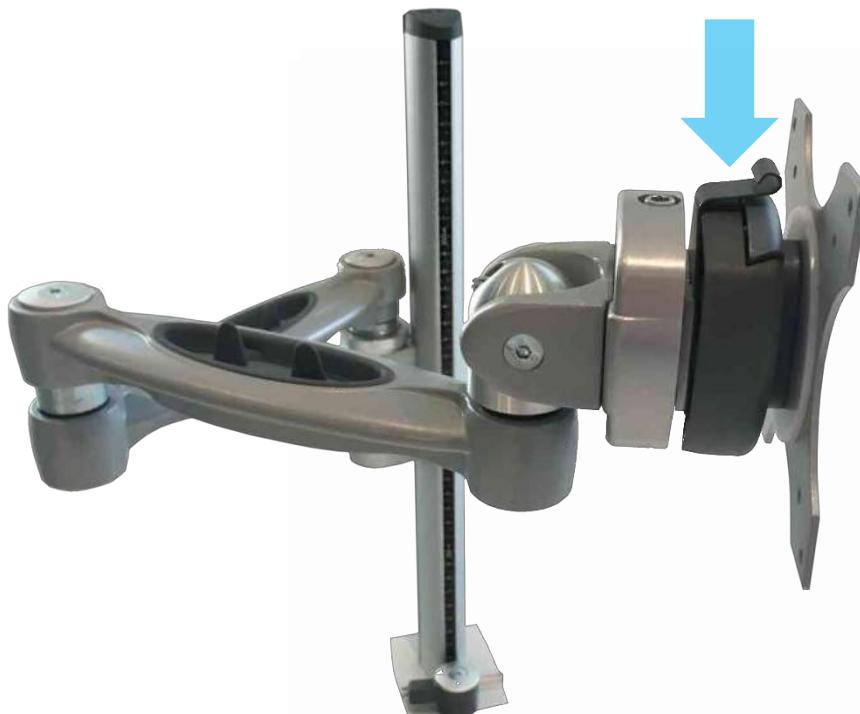


POST RULER INSERT

PROVIDES AN EASY SOLUTION TO MOUNT ARMS AT THE PROPER HEIGHT

The difficulty of aligning monitor arms is dramatically decreased with the use of a post measurement tool.

The printed Axiom Arm Ruler Insert provides installers and users an ability to easily locate and lock in a desired height.



MODULAR SYSTEM



- 1 MONITOR = 1 ARM
- COMPLETELY FLEXIBLE WITHOUT THE NEED FOR ANY TOOLS
- NO WASTE
- THE FASTEST ARM ON THE MARKET TO INSTALL AND RECONFIGURE
- THE #1 SELLING TECH ARM IN THE WORLD



MONOBÉAM & SLATTRAIL

No tools are required and changes are made above the desktop

Accessories are lifted off the worktop freeing a great deal of space on the desk. Extra Slatrails can be added as your needs increase.





OPTIONAL



GETS YOU
CONNECTED **QUICKLY**

FUSE is our desktop module which joins you to your network and brings technology within easy reach.

Up to four PCs can connect to one FUSE unit.

The quick-release means PC changes between desks need just one connection and you're up and running.

MORE MOVES | LESS TIME ONE | CONNECTOR



ERGONOMIC TESTING

CERTIFICATION & AWARDS

TESTED INDEPENDENTLY TO :

BS EN 527-1 : 2011 - desk dimensions

BS EN 527-2: 2002 – mechanical safety

BS EN 527-3 : 2003 – strength and stability

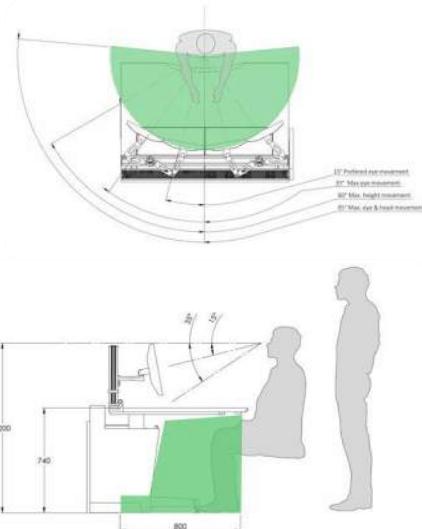
BS EN 9241-5 : 1999 – layout and posture

BS 6396 : 2008 - Electrical requirements

BS EN ISO 11064 – Control centre ergonomics

LEED and Chamber testing information on request

NOTE COPIES OF ALL CERTIFICAES ARE AVAILABLE ON REQUEST



The ANSI/BIFMA X5.6 - 2016 for worksurface static load is a concentrated functional load test is a test where by a 200lb static load is placed on the work surface for a period on one hour. BS EN 527-2 is the European equivalent of ANSI/BIFMA X5.6 but it actually calls for a heavier load of 220lb, therefor our desk exceeds the stipulated test requirements in ANSI/BIFMA X5.6.



***FIRA ERGONOMICS EXCELLENCE AWARD RECIPIENT**





GLOBAL MANUFACTURING OWNERSHIP

SBFI IS THE ONLY TRUE GLOBAL TRADING DESK MANUFACTURER IN OPERATION TODAY.

Having sole ownership and control of our supply chain has been one of the key ingredients to successfully supporting our client's needs in an ever demanding market. Commitment to deliverables and project specifics have always been at the forefront of our business model and supported by our proud record of always delivering on time.

A FLEXIBLE MANUFACTURING STRUCTURE THAT ALLOWS CUSTOMIZATION IS THE NOW THE NEW NORM IN OUR INDUSTRY.

It is this flexibility and support structure that has enabled SBFI to offer client services that are second to none. An on time and on budget project is paramount in such a high intense and critical operating environment as the trading world. It is this environment that SBFI has excelled in for over 40 years.

BACKED BY A STRONG FINANCIAL GLOBAL BUSINESS, SBFI IS HERE TO SUPPORT OUR CUSTOMERS FOR A FURTHER 40 YEARS AND BEYOND.



Aluminum Extrusion



Sheet Metal Fabrication



Sheet Metal Forming



Wood Fabrication



CNC Quality Assurance



Finishing



END OF LIFE

At the end of our desks' 10 year life span, 90% of material is recyclable. All steel, aluminium, plastic and timber can be recycled or reused.

INSTALLATION

Aspect is designed with fewer components for easy installation and less deliveries. The adaptable desk system means changes are easier and can reduce the need to replace desks.

We aim to minimise our carbon footprint by using suppliers as close as possible to an installation's location.



DISTRIBUTION

We reuse 80% of packaging from all installations. A project team has been set up to optimise packaging and reduce waste.

Local and regional suppliers are used to minimise transportation miles, while products are delivered to site in the fewest possible trips.



MATERIALS

All wood is sourced from Forestry Stewardship Council accredited sources, our natural timber and veneer are 100% pure, while all MDF is 70% pure.

We encourage our supply chain partners to use only sustainable sources, where carbon and ecological footprints have been assessed and minimised.

MANUFACTURING

ISO 14001 accredited, we've developed our Environmental Management System to monitor and improve operations. This aims to reduce negative impact on the environment. Our ISO 9001 Quality Management System improves the efficiency of our production processes. This helps reduce energy use and waste materials.



CONTACT

Jennifer Taylor
704-650-8621
Jennifer.taylor@SBFI.com

NORTH AMERICA
461 Park Ave. South
10th floor
New York, NY 10016
212-840-3322

US MIDWEST REGION
222 Merchandise Mart Plaza
Suite 10-168
Chicago, IL 60654
312-507-1297

ny@sbfi.com
california@sbfi.com
texas@sbfi.com
illinois@sbfi.com
canada@sbfi.com
mexico@sbfi.com

EMEA
1H, 1st Floor
International House
1 St Katharine's Way
London, E1W 1TW
+44 (0) 207 480 1320

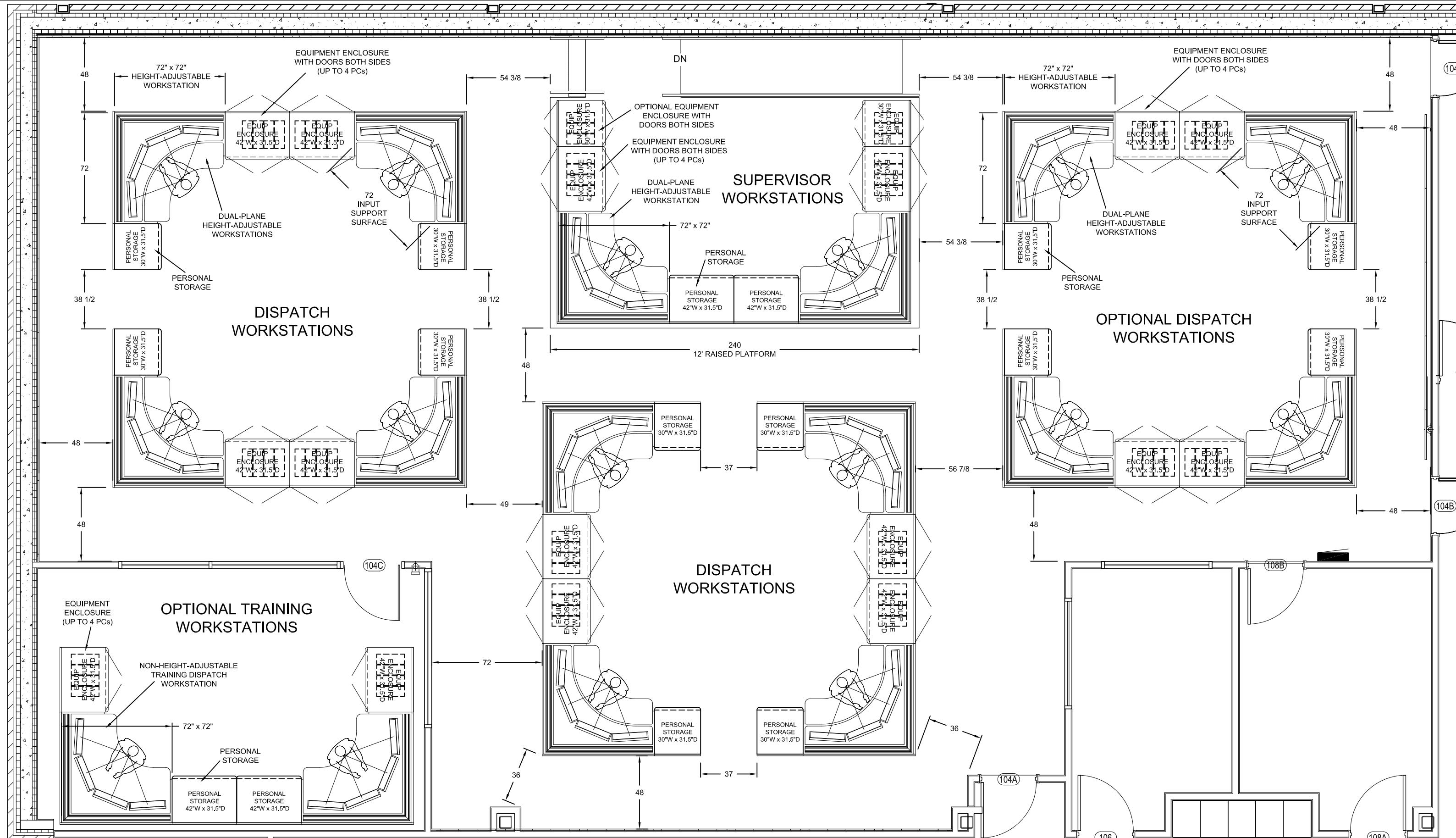
london@sbfi.com
greece@sbfi.com
turkey@sbfi.com
france@sbfi.com
switzerland@sbfi.com
holland@sbfi.com
belgium@sbfi.com
denmark@sbfi.com
russia@sbfi.com

ASIA
7A Wyndham Place
40-44 Wyndham Street
Central, Hong Kong
+852 2858 4411

hk@sbfi.com
singapore@sbfi.com
china@sbfi.com
tokyo@sbfi.com
india@sbfi.com
manilla@sbfi.com
uae@sbfi.com
saudi@sbfi.com

AUSTRALIA
Level 57, MLC Centre
Martin Place
Sydney, NSW 2000
+61 2 9238 7613

australia@sbfi.com



123 Lyman St.
Asheville, NC 28801
Tel: (828) 250-0847
Fax: (828) 236-1358

Copyright of this drawing is reserved by SBFI & is issued on the condition that it is not copied or disclosed to any third party either wholly or in part without the consent in writing of SBFI.

REV DESCRIPTION
A ORIGINAL

This drawing is part of a design proposal and is issued for approval and/or description of design intent.

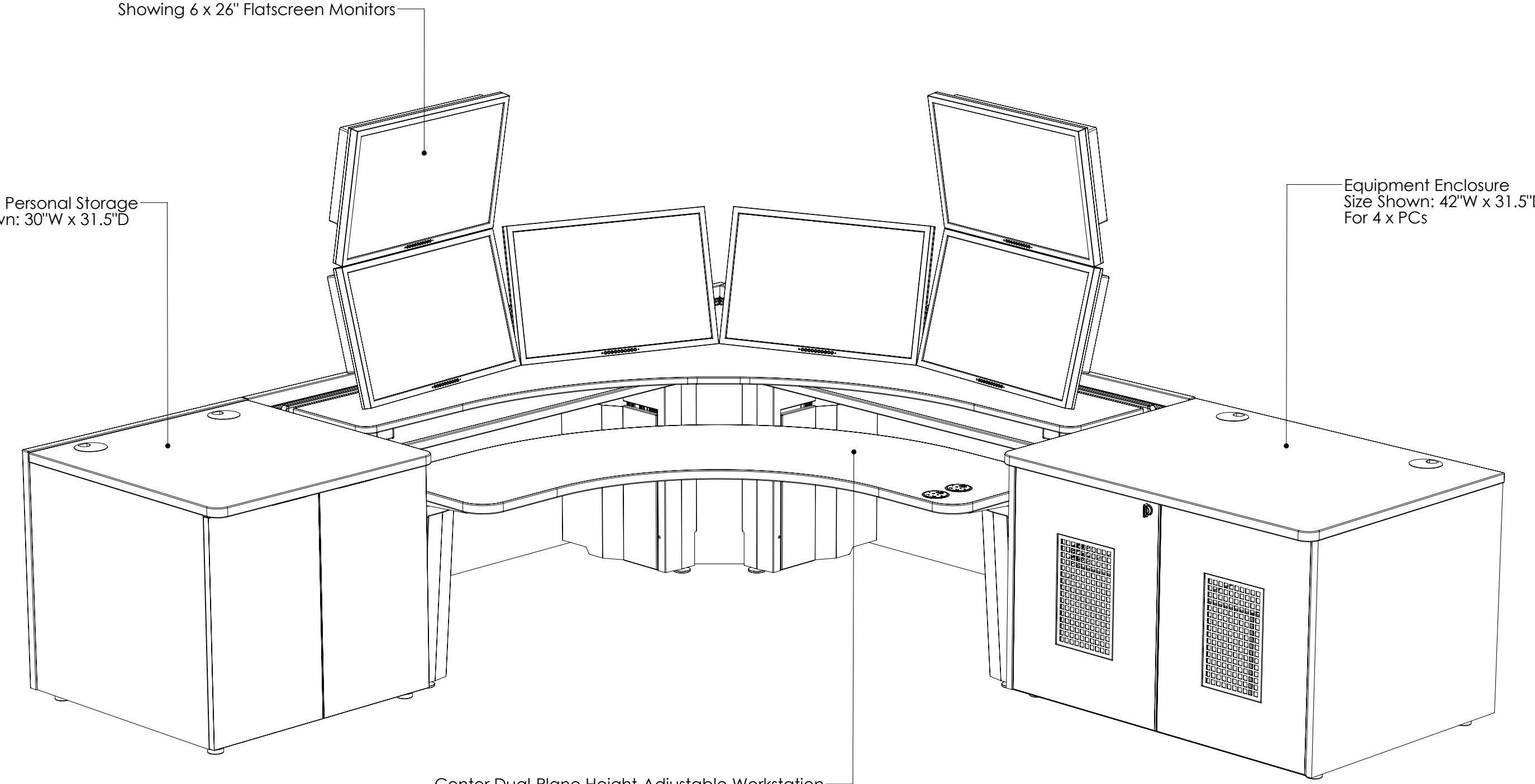
CLIENT APPROVAL
DATE APPROVED

CLIENT
CONFIGURATION

LINCOLN COUNTY E911 PUBLIC SAFETY OPERATIONS CENTER
DISPATCH FURNITURE LAYOUT

DWG VIEW
FLOORPLAN

DRAWN BY
CP
DATE
2-JAN-2018
PART NO.
DP40508-L1-01
ISS A
SHEET 1 OF 1



Typical Dispatch Workstation Configuration



123 Lyman St.
Asheville, NC 28801
Tel: (828) 250-0847
Fax: (828) 236-1358

Copyright of this drawing is reserved by SBFI & is issued on the condition that it is not copied or disclosed to any third party either wholly or in part without the consent in writing of SBFI

REV DESCRIPTION
A ORIGINAL

This drawing is part of a design proposal and is issued for approval and/or description of design intent.

CLIENT APPROVAL

CLIENT

40508 LINCOLN COUNTY E911 PUBLIC SAFETY OPERATIONS CENTER

DATE APPROVED

CONFIGURATION

CC 90° LK DL12 72 72 36 36 FT 650

DWG VIEW

ISO PERSPECTIVE

DRAWN BY

CP

DATE

18-Dec-2017

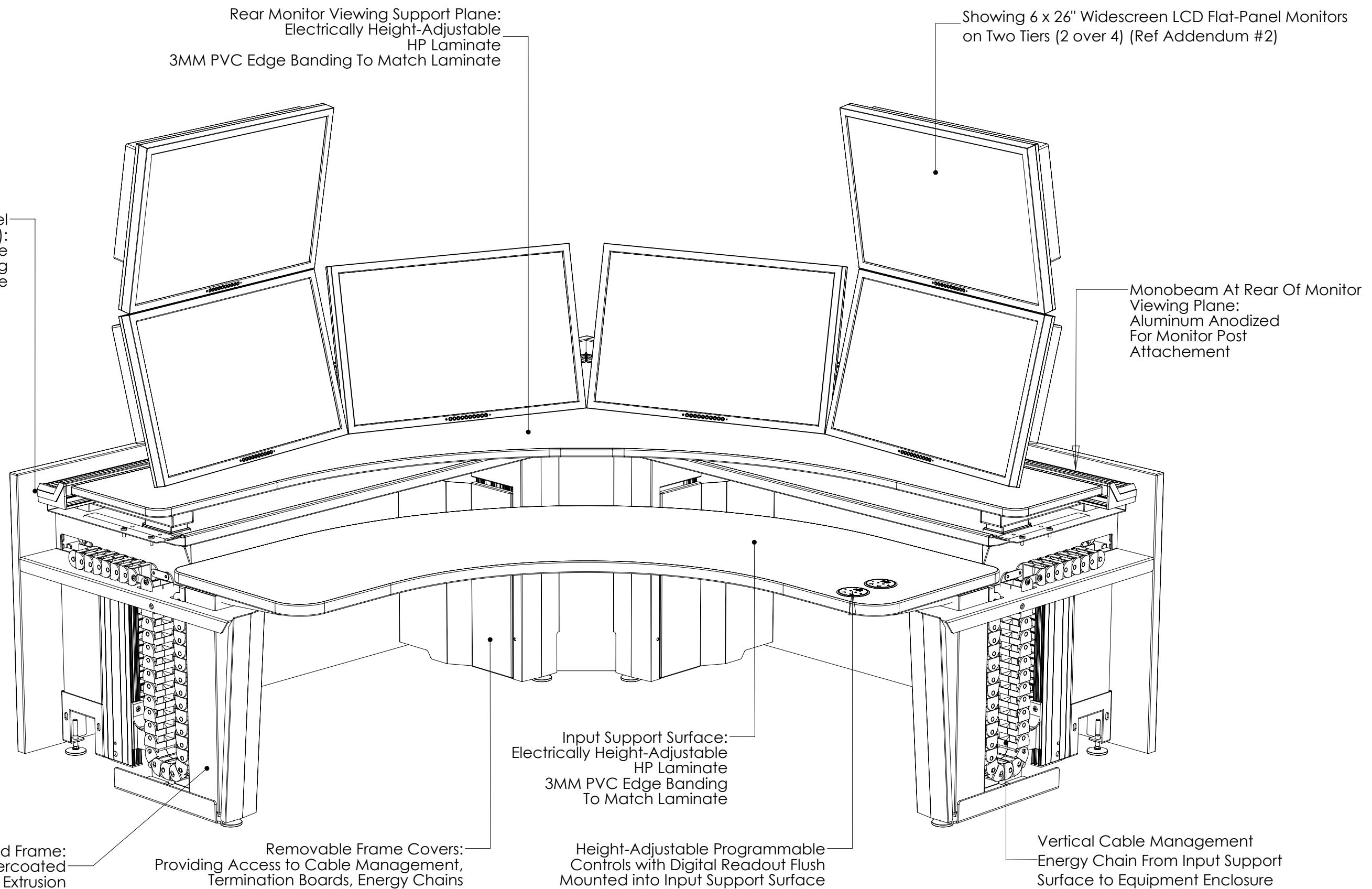
PART NO.

DP40508-0001

ISS

A

SHEET 1 OF 8



123 Lyman St.
Asheville, NC 28801
Tel: (828) 250-0847
Fax: (828) 236-1358

Copyright of this drawing is reserved by SBFI & is issued on the condition that it is not copied or disclosed to any third party either wholly or in part without the consent in writing of SBFI

REV DESCRIPTION

A ORIGINAL

This drawing is part of a design proposal and is issued for approval and/or description of design intent.

CLIENT APPROVAL

DATE APPROVED

CLIENT

40508 LINCOLN COUNTY E911 PUBLIC SAFETY OPERATIONS CENTER

CC 90° LK DL12 72 72 36 36 FT 650

DRAWN BY

CP

DATE

18-Dec-2017

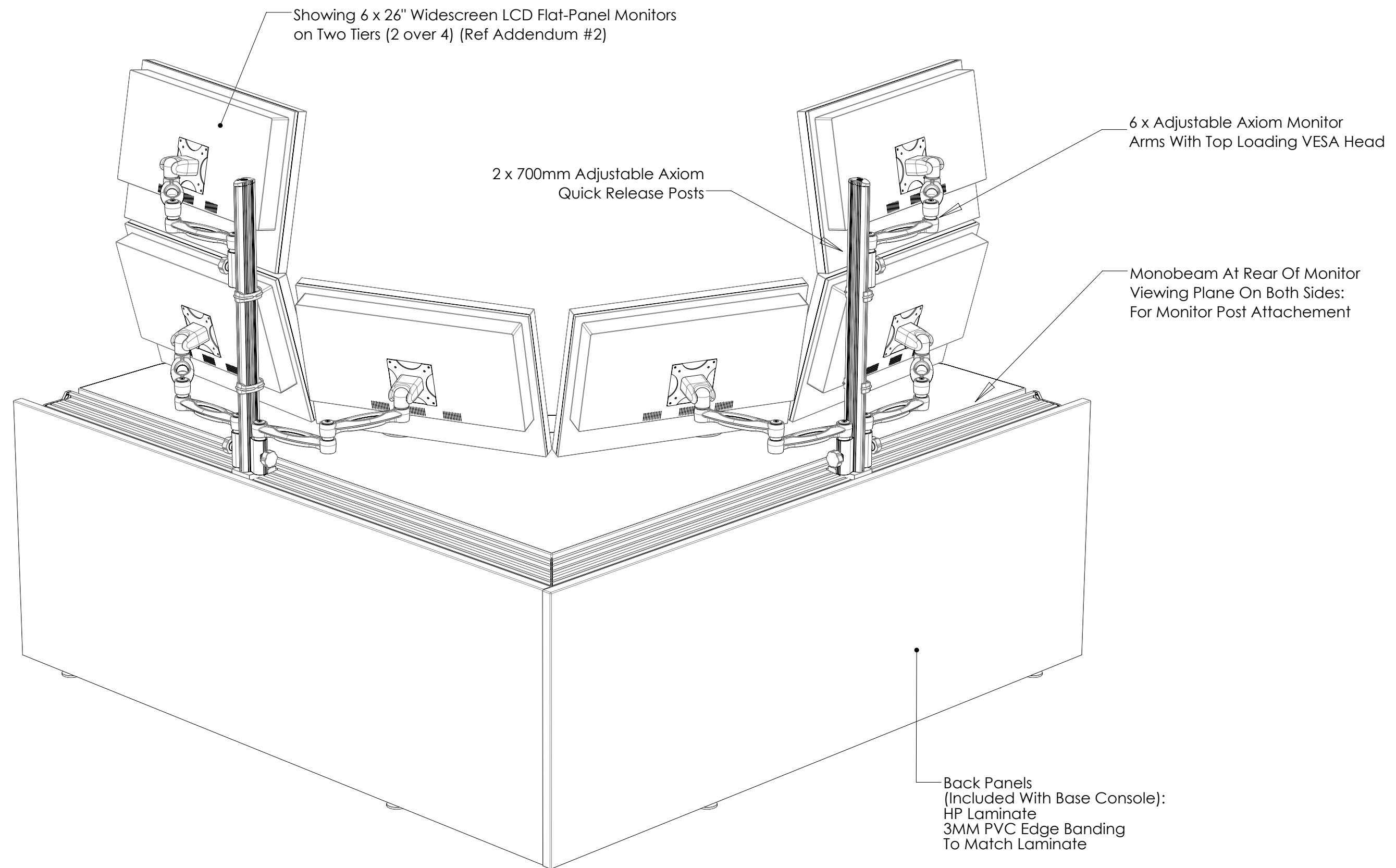
PART NO.

DP40508-0001

ISS

A SHEET 2 OF 8

ISO PERSPECTIVE



123 Lyman St.
Asheville, NC 28801
Tel: (828) 250-0847
Fax: (828) 236-1358

Copyright of this drawing is reserved by SBFI & is issued on the condition that it is not copied or disclosed to any third party either wholly or in part without the consent in writing of SBFI

REV DESCRIPTION
A ORIGINAL

This drawing is part of a design proposal and is issued for approval and/or description of design intent.

CLIENT APPROVAL

CLIENT

40508 LINCOLN COUNTY E911 PUBLIC SAFETY OPERATIONS CENTER

DATE APPROVED

CONFIGURATION

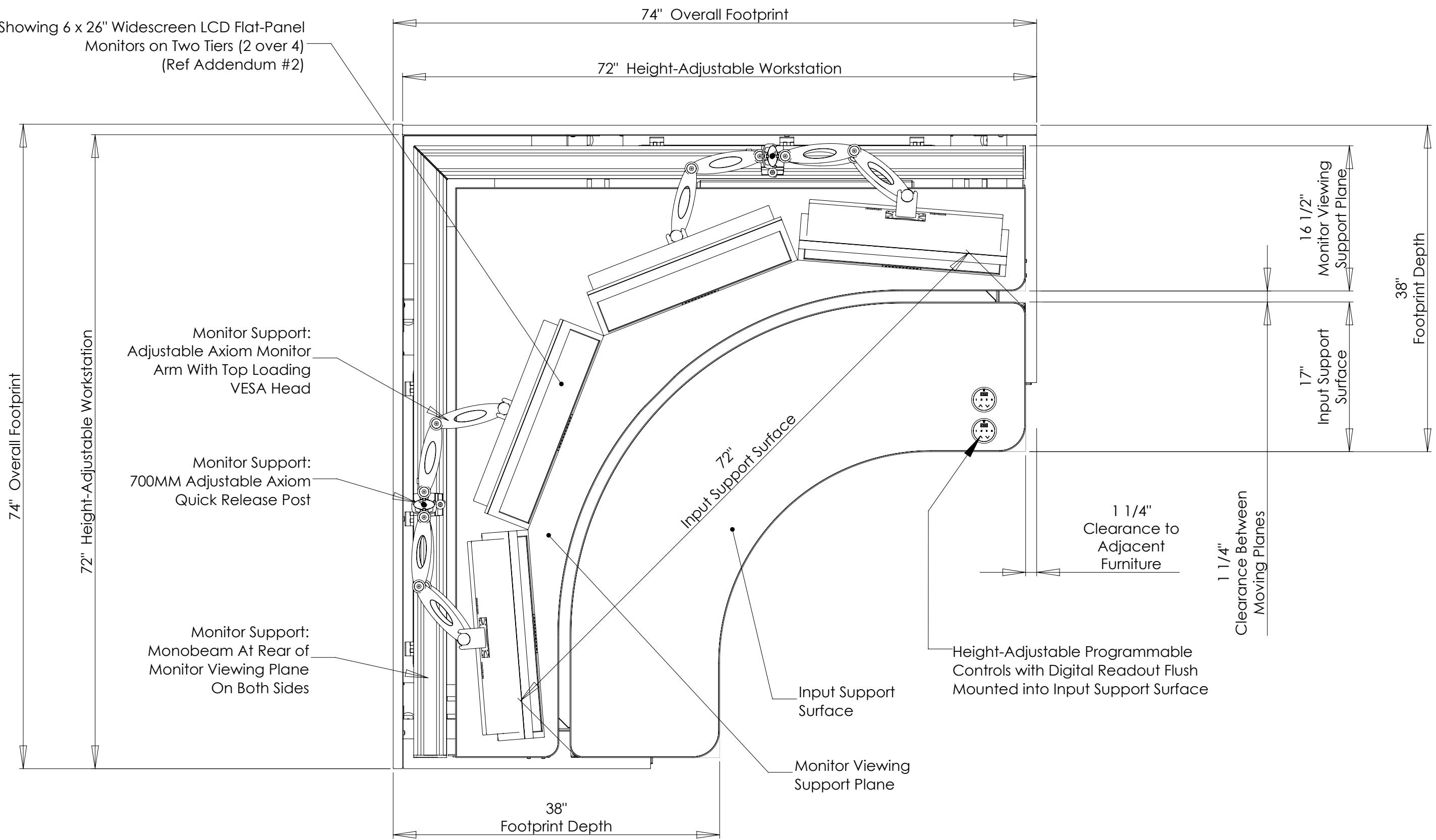
CC 90° LK DL12 72 72 36 36 FT 650

DWG VIEW

ISOMETRIC - REAR VIEW

DRAWN BY CP 18-Dec-2017
PART NO. DP40508-0001
ISS A SHEET 3 OF 8

Showing 6 x 26" Widescreen LCD Flat-Panel
Monitors on Two Tiers (2 over 4)
(Ref Addendum #2)



123 Lyman St
Asheville, NC 28801
Tel: (828) 250-0847
Fax: (828) 236-1358

Copyright of this drawing
is reserved by SBFI & is
issued on the condition
that it is not copied or
disclosed to any third
party either wholly or in
part without the consent
in writing of SBFI

REV DESCRIPTION
A ORIGINAL

This drawing is part of a
design proposal and is
issued for approval and/or
description of design intent.

CLIENT APPROVAL

CLIENT

40508 LINCOLN COUNTY E911 PUBLIC SAFETY OPERATIONS CENTER

DATE APPROVED

CONFIGURATION

CC 90° LK DL12 72 72 36 36 FT 650

DWG VIEW

PLAN VIEW

DRAWN BY

CP

DATE

18-Dec-2017

PART NO.

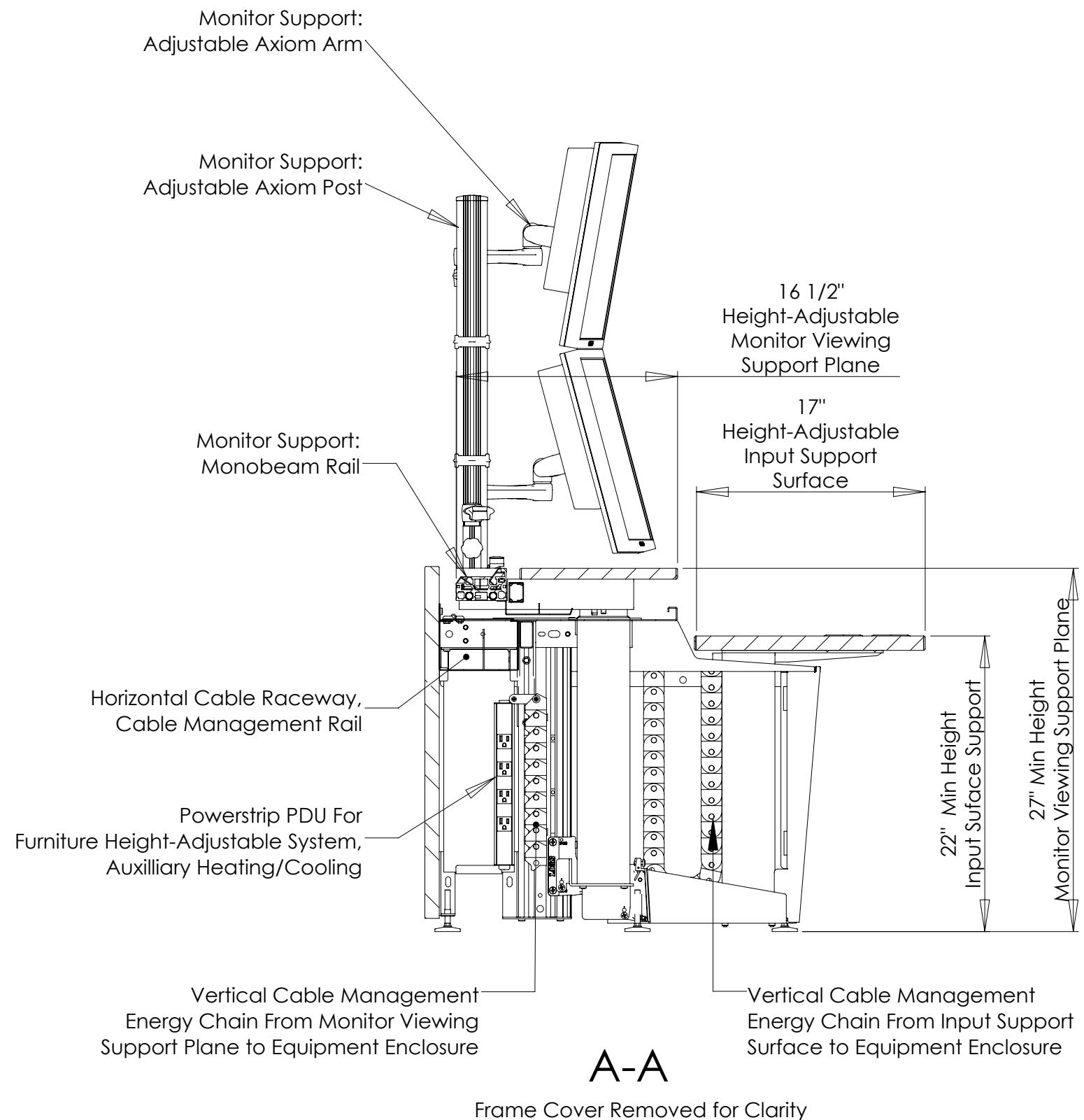
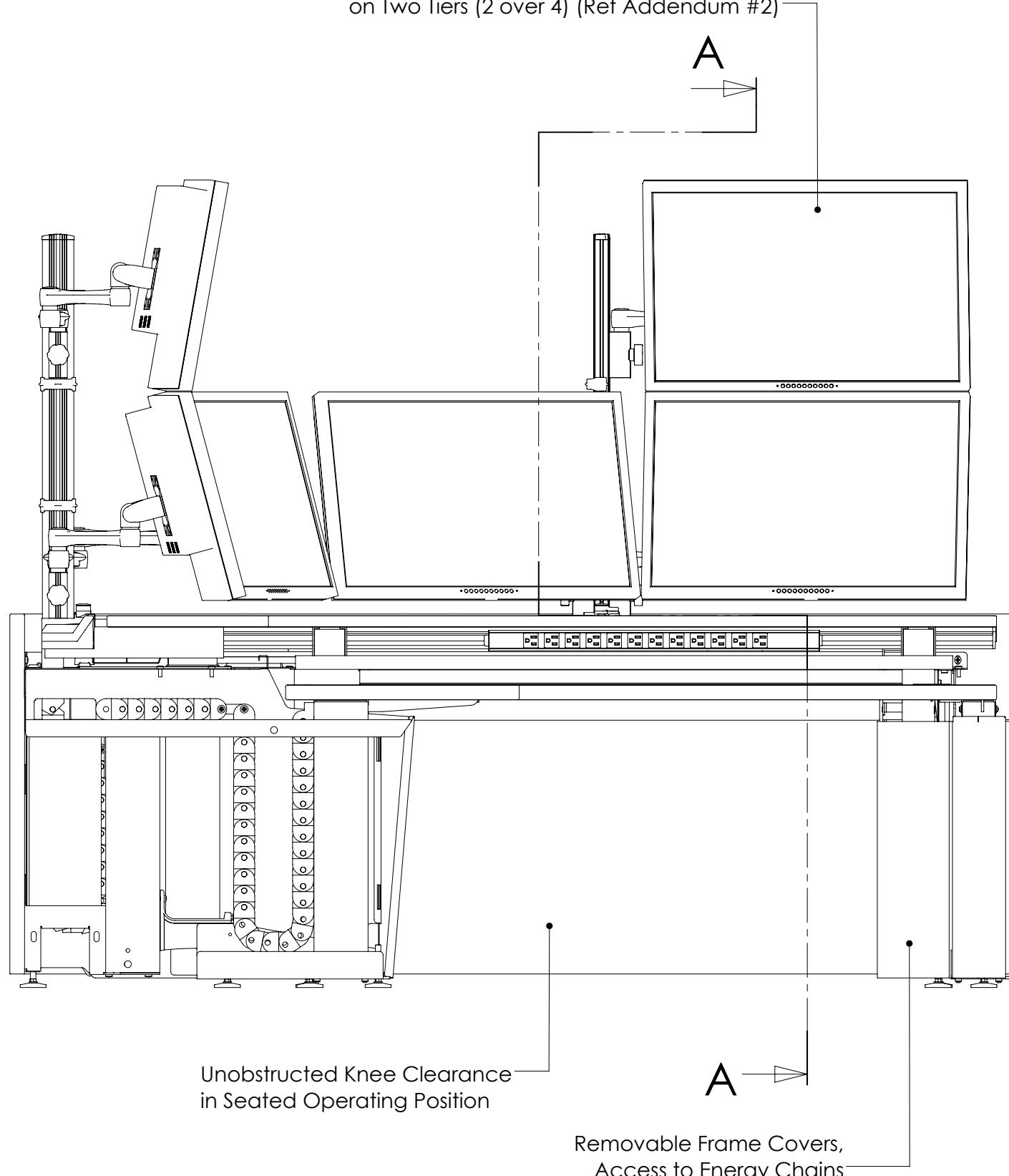
DP40508-0001

ISS

A

SHEET 4 OF 8

Showing 6 x 26" Widescreen LCD Flat-Panel Monitors
on Two Tiers (2 over 4) (Ref Addendum #2)



123 Lyman St.
Asheville, NC 28801
Tel: (828) 250-0847
Fax: (828) 236-1358

Copyright of this drawing
is reserved by SBFI & is
issued on the condition
that it is not copied or
disclosed to any third
party either wholly or in
part without the consent
in writing of SBFI

REV DESCRIPTION

A ORIGINAL

This drawing is part of a
design proposal and is
issued for approval and/or
description of design intent.

CLIENT APPROVAL

CLIENT

40508 LINCOLN COUNTY E911 PUBLIC SAFETY OPERATIONS CENTER

DRAWN BY

CP

DATE

18-Dec-2017

PART NO.

DP40508-0001

DATE APPROVED

CONFIGURATION

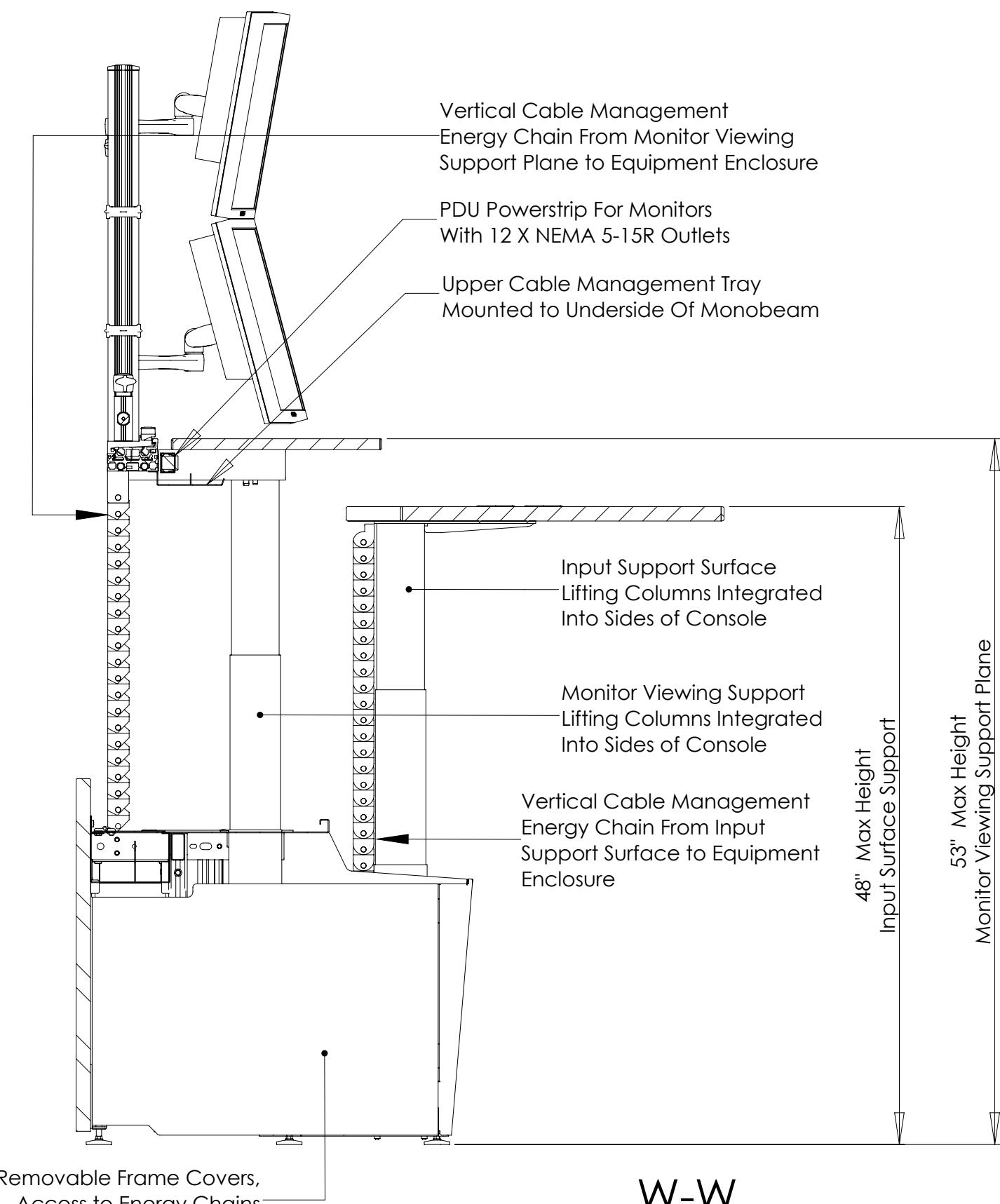
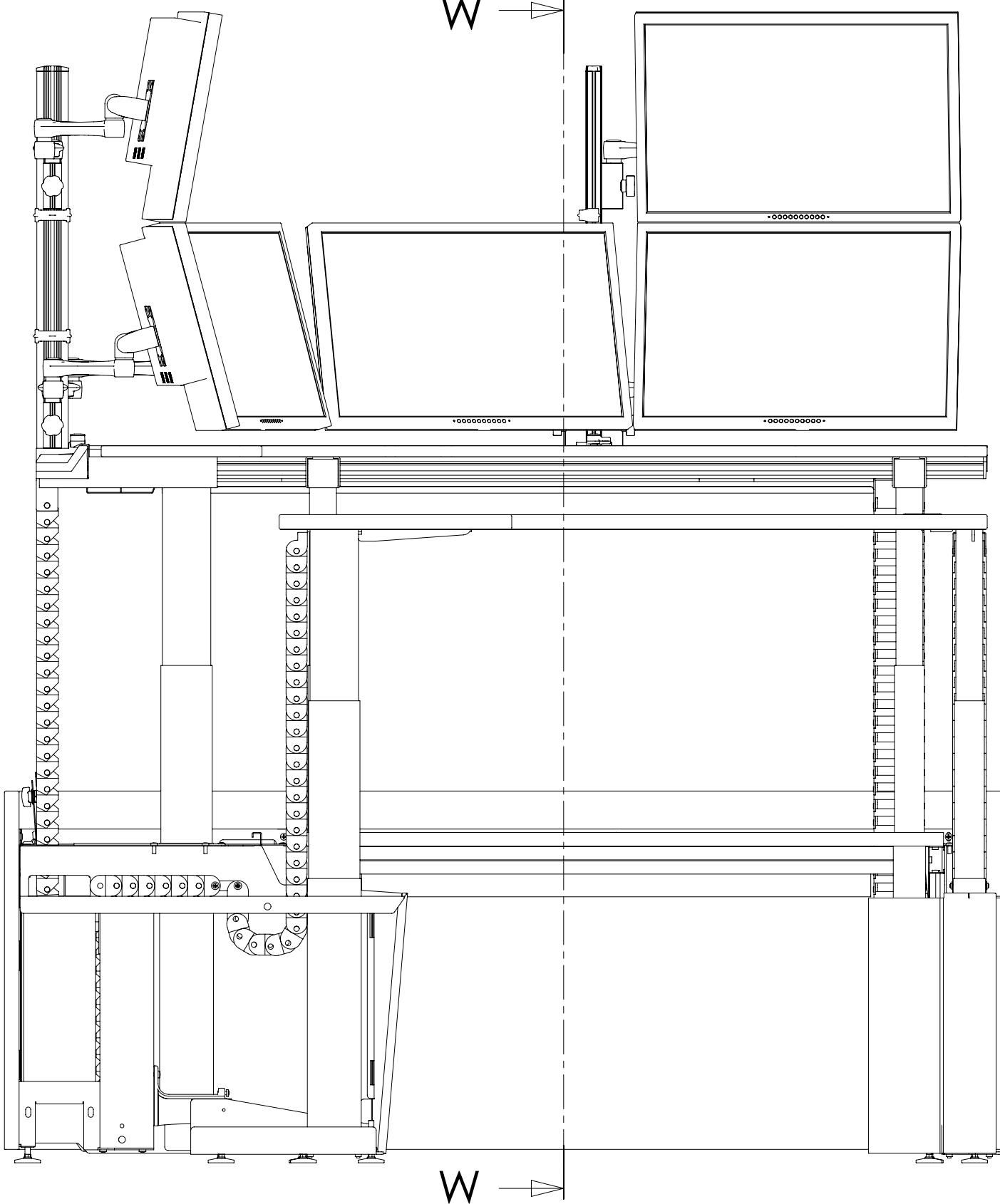
CC 90° LK DL12 72 72 36 36 FT 650

DWG VIEW

END ELEVATION & SECTION

ISS

A SHEET 5 OF 8



123 Lyman St.
Asheville, NC 28801
Tel: (828) 250-0847
Fax: (828) 236-1358

Copyright of this drawing is reserved by SBFI & is issued on the condition that it is not copied or disclosed to any third party either wholly or in part without the consent in writing of SBFI

REV DESCRIPTION
A ORIGINAL

This drawing is part of a design proposal and is issued for approval and/or description of design intent.

CLIENT APPROVAL

CLIENT

40508 LINCOLN COUNTY E911 PUBLIC SAFETY OPERATIONS CENTER

DRAWN BY

CP

DATE

18-Dec-2017

PART NO.

DP40508-0001

DATE APPROVED

CONFIGURATION

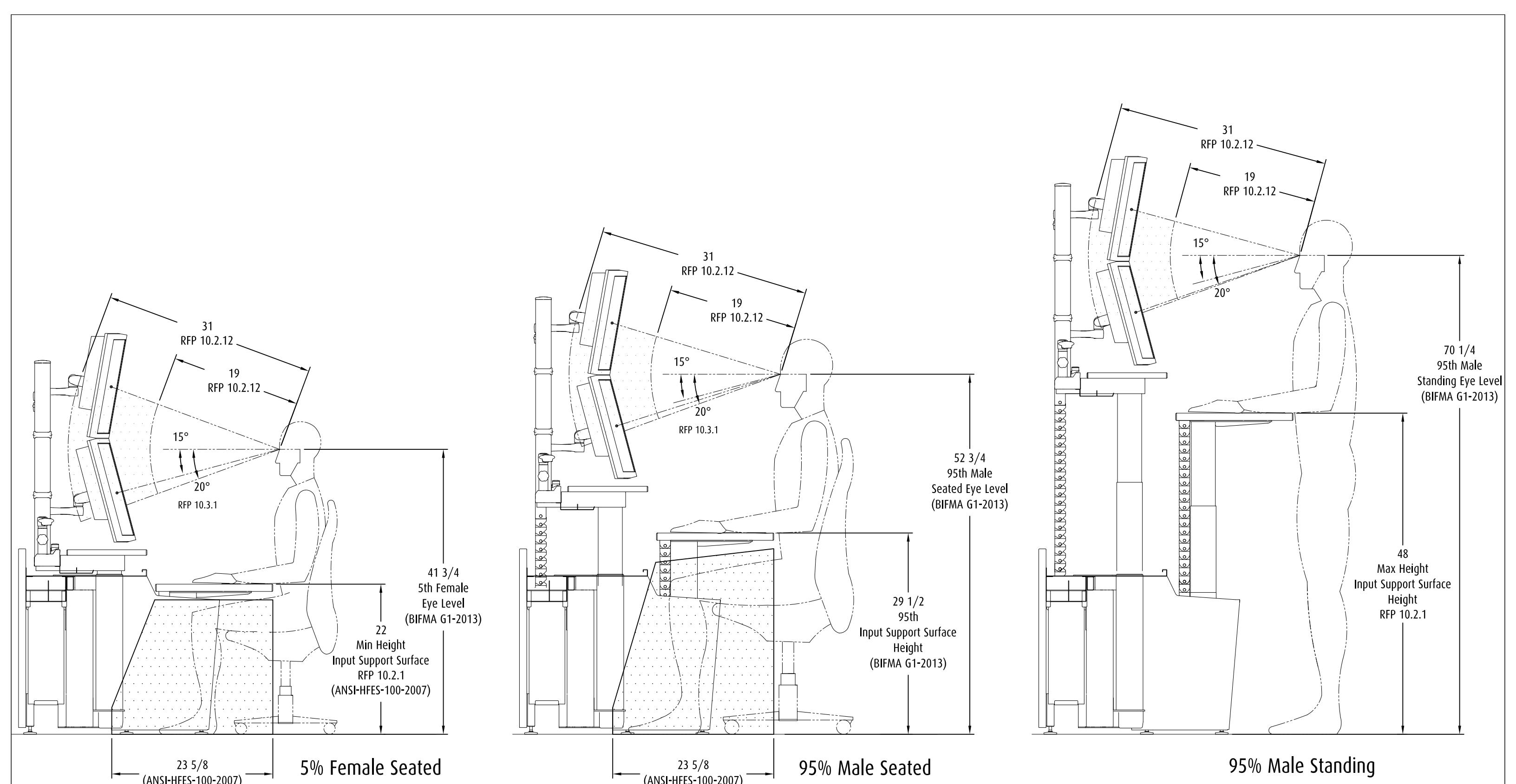
CC 90° LK DL12 72 72 36 36 FT 650

DWG VIEW

END ELEVATION & SECTION

ISS

A SHEET 6 OF 8



123 Lyman St.
Asheville, NC 28801
Tel: (828) 250-0847
Fax: (828) 236-1358

Copyright of this drawing is reserved by SBFI & is issued on the condition that it is not copied or disclosed to any third party either wholly or in part without the consent in writing of SBFI

REV DESCRIPTION
A ORIGINAL

This drawing is part of a design proposal and is issued for approval and/or description of design intent.

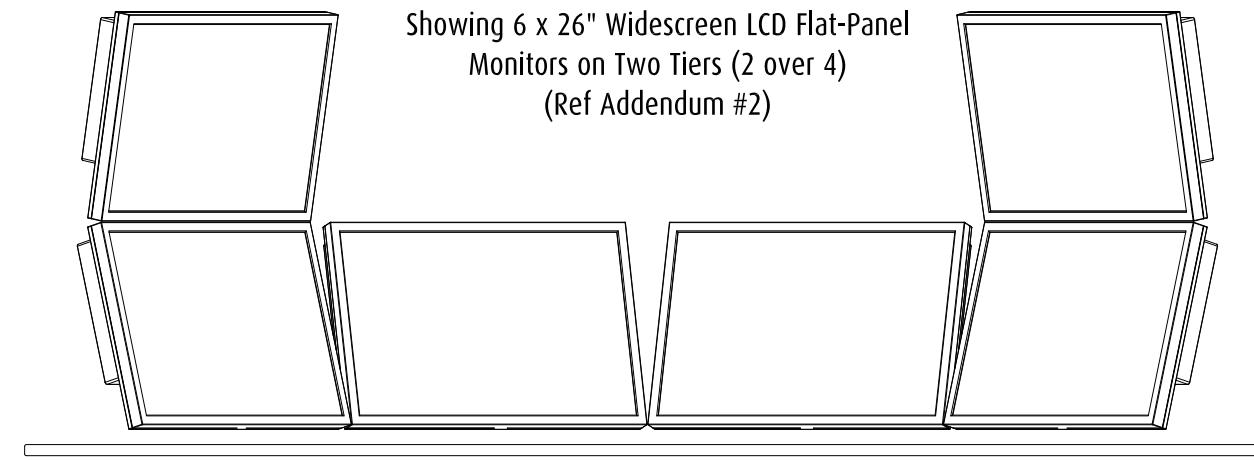
CLIENT APPROVAL
DATE APPROVED

CLIENT
CONFIGURATION

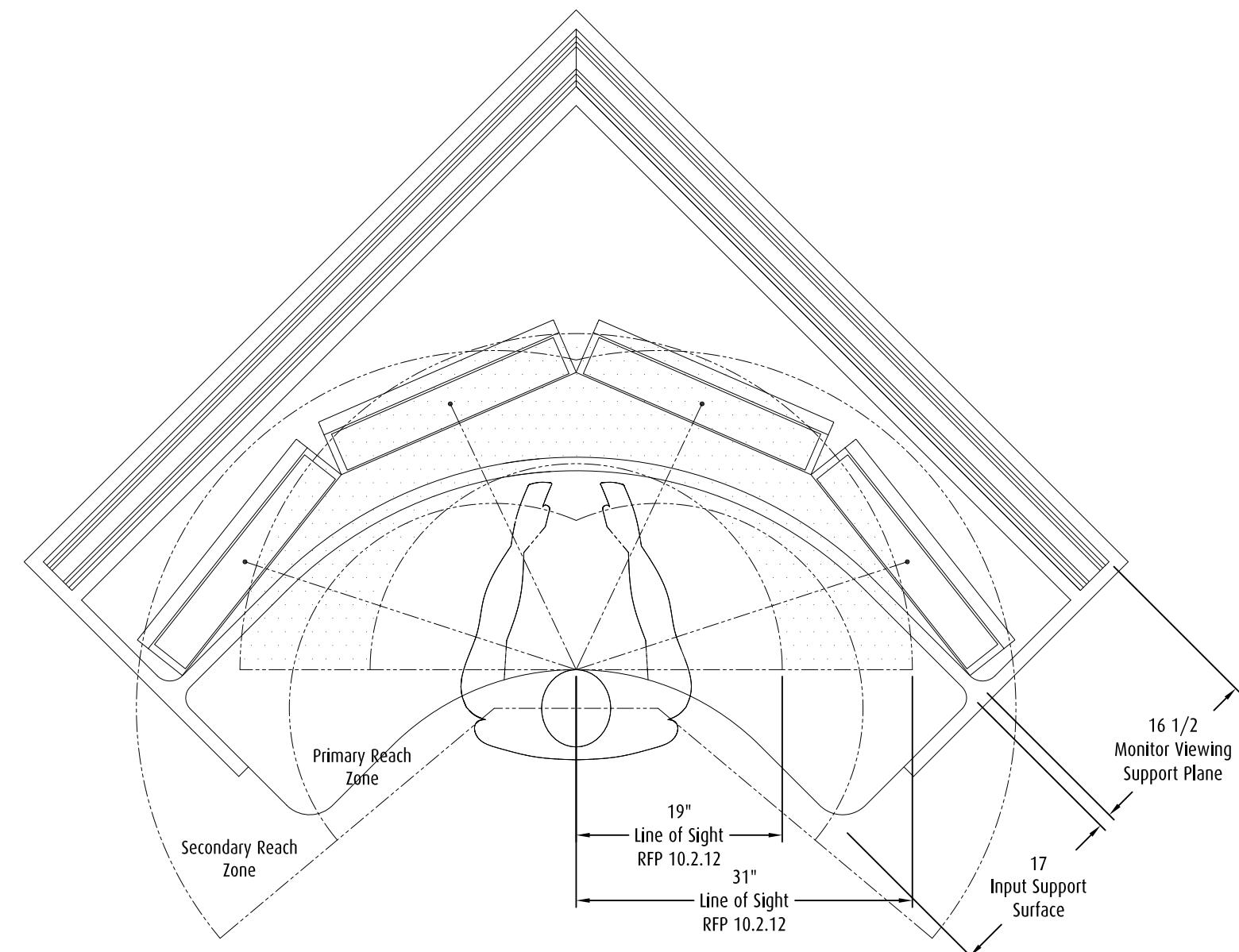
LINCOLN COUNTY E911 PUBLIC SAFETY OPERATIONS CENTER
DISPATCH FURNITURE LAYOUT

DWG VIEW
ERGONOMIC SIGHTLINE #1

DRAWN BY
CP
DATE
5-JAN-2018
PART NO.
DP40508-SL1-01
ISS A
SHEET 1 OF 1



Showing 6 x 26" Widescreen LCD Flat-Panel
Monitors on Two Tiers (2 over 4)
(Ref Addendum #2)



123 Lyman St.
Asheville, NC 28801
Tel: (828) 250-0847
Fax: (828) 236-1358

Copyright of this drawing
is reserved by SBFI & is
issued on the condition
that it is not copied or
disclosed to any third
party either wholly or in
part without the consent
in writing of SBFI

REV DESCRIPTION
A ORIGINAL

This drawing is part of a
design proposal and is
issued for approval and/or
description of design intent.

CLIENT APPROVAL
DATE APPROVED

CLIENT

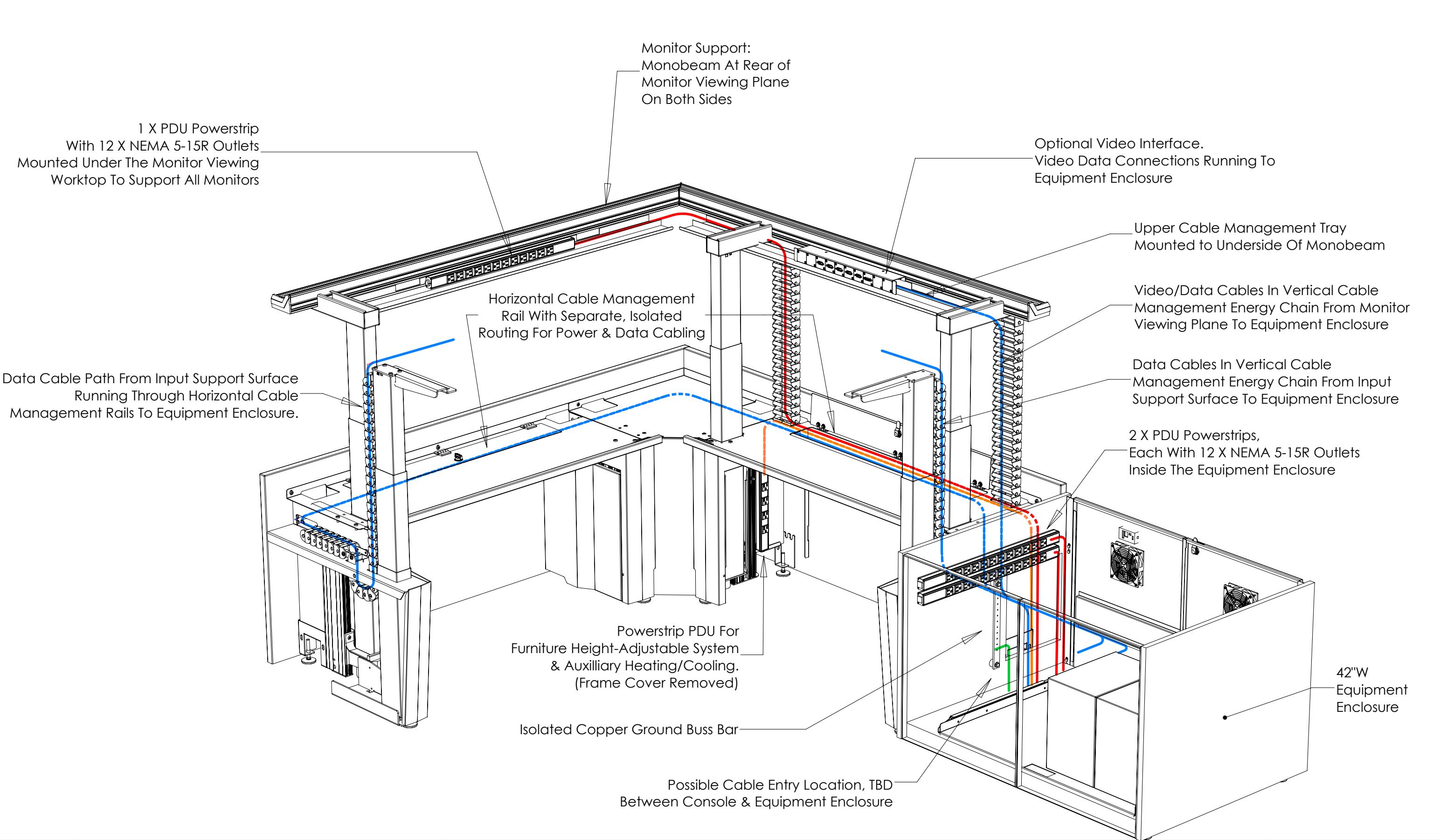
LINCOLN COUNTY E911 PUBLIC SAFETY OPERATIONS CENTER
DISPATCH FURNITURE LAYOUT

DWG VIEW
ERGONOMIC SIGHTLINE #2

DRAWN BY
CP
DATE
5-JAN-2018

PART NO.
DP40508-SL1-02

ISS A SHEET 1 OF 1



123 Lyman St.
Asheville, NC 28801
Tel: (828) 250-0847
Fax: (828) 236-1358

Copyright of this drawing
is reserved by SBFI & is
issued on the condition
that it is not copied or
disclosed to any third
party either wholly or in
part without the consent
in writing of SBFI

REV DESCRIPTION
A ORIGINAL

This drawing is part of a
design proposal and is
issued for approval and/or
description of design intent.

CLIENT APPROVAL

CLIENT

40508 LINCOLN COUNTY E911 PUBLIC SAFETY OPERATIONS CENTER

DATE APPROVED

CONFIGURATION

CC 90° LK DL12 72 72 36 36 FT 650

DWG VIEW

CABLING SCHEMATIC

DRAWN BY

CP

DATE

18-Dec-2017

PART NO.

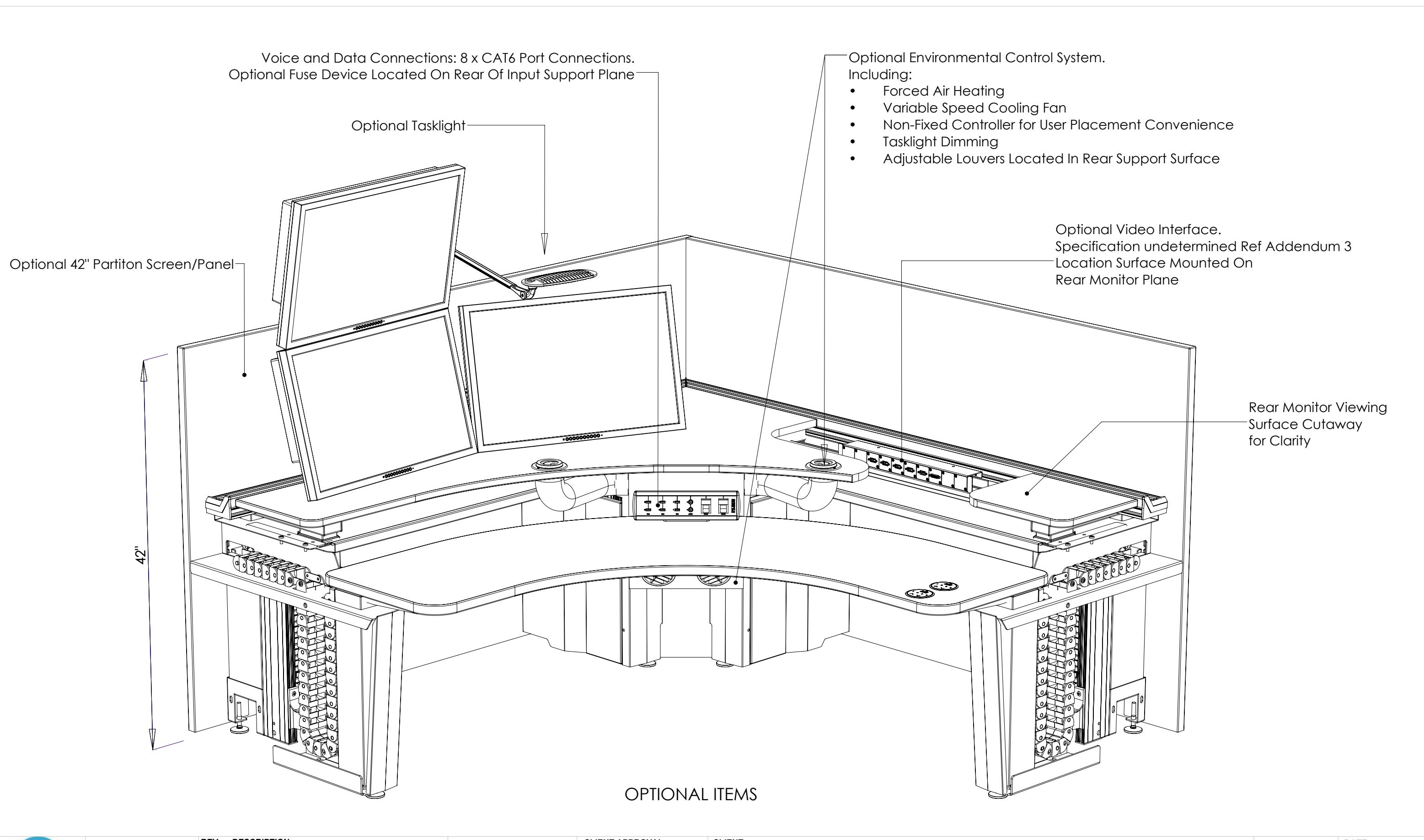
DP40508-0001

ISS

A

18-Dec-2017

SHEET 7 OF 8



123 Lyman St.
Asheville, NC 28801
Tel: (828) 250-0847
Fax: (828) 236-1358

Copyright of this drawing
is reserved by SBFI & is
issued on the condition
that it is not copied or
disclosed to any third
party either wholly or in
part without the consent
in writing of SBFI

REV DESCRIPTION
A ORIGINAL

This drawing is part of a
design proposal and is
issued for approval and/or
description of design intent.

CLIENT APPROVAL

CLIENT

40508 LINCOLN COUNTY E911 PUBLIC SAFETY OPERATIONS CENTER

DATE APPROVED

CONFIGURATION

CC 90° LK DL12 72 72 36 36 FT 650

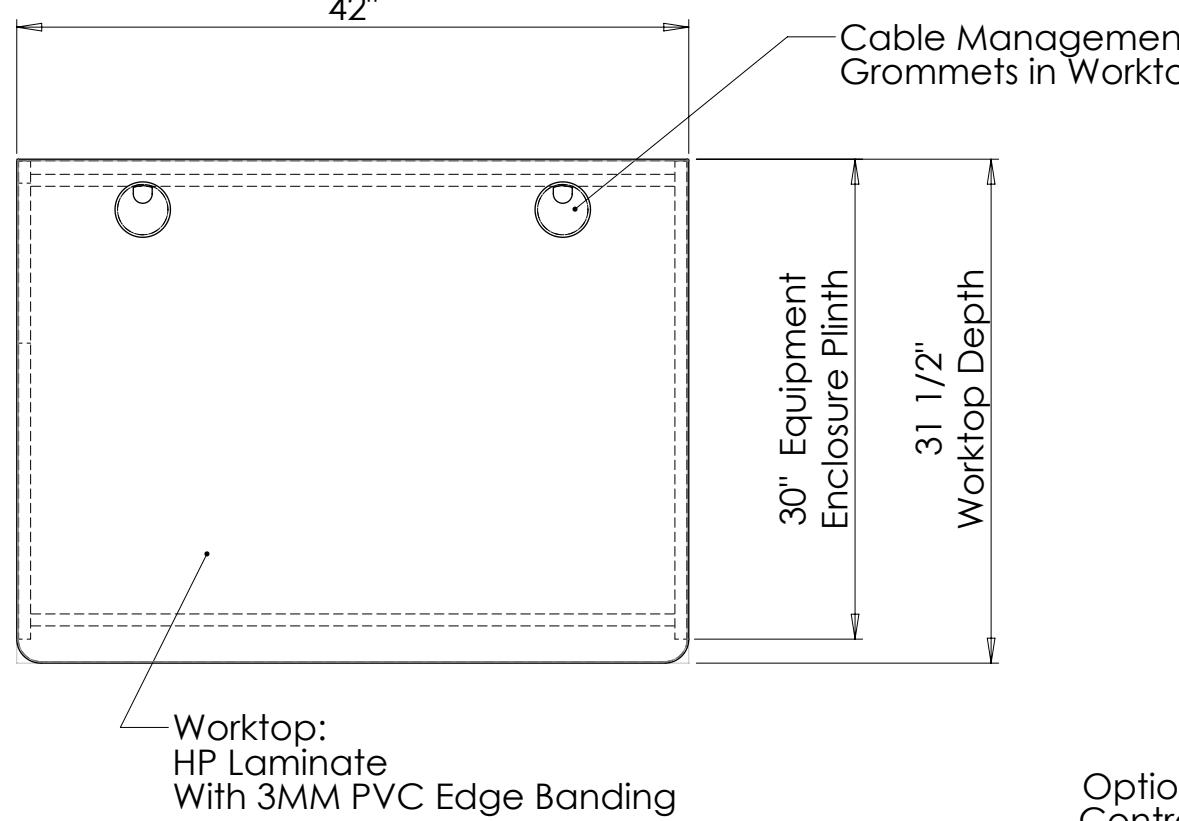
DWG VIEW

OPTIONAL ITEMS

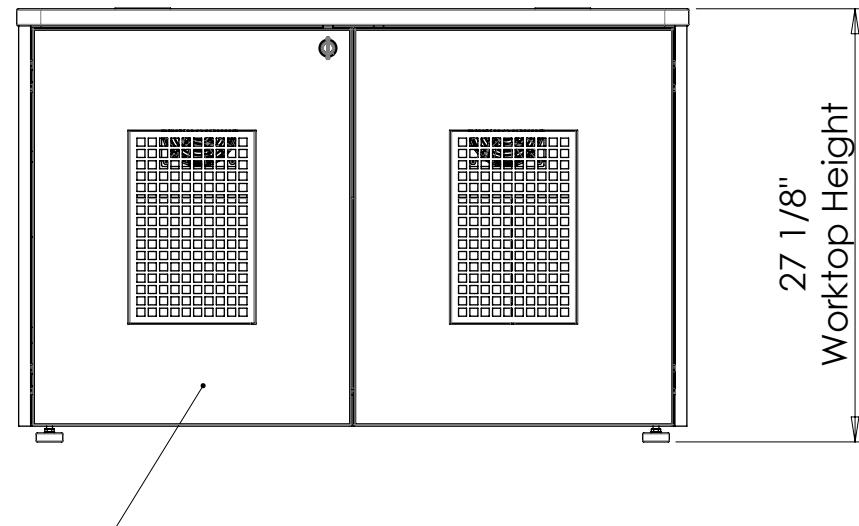
DRAWN BY
CP
18-Dec-2017

PART NO.
DP40508-0001

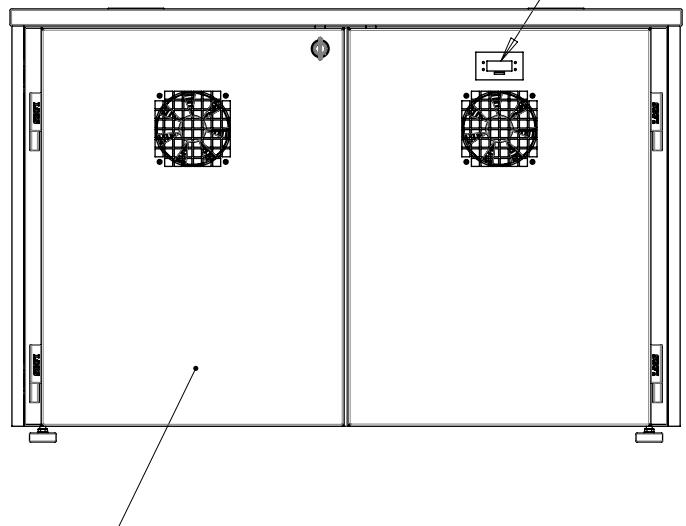
ISS A
SHEET 8 OF 8



— Worktop:
HP Laminate
With 3MM PVC Edge Banding

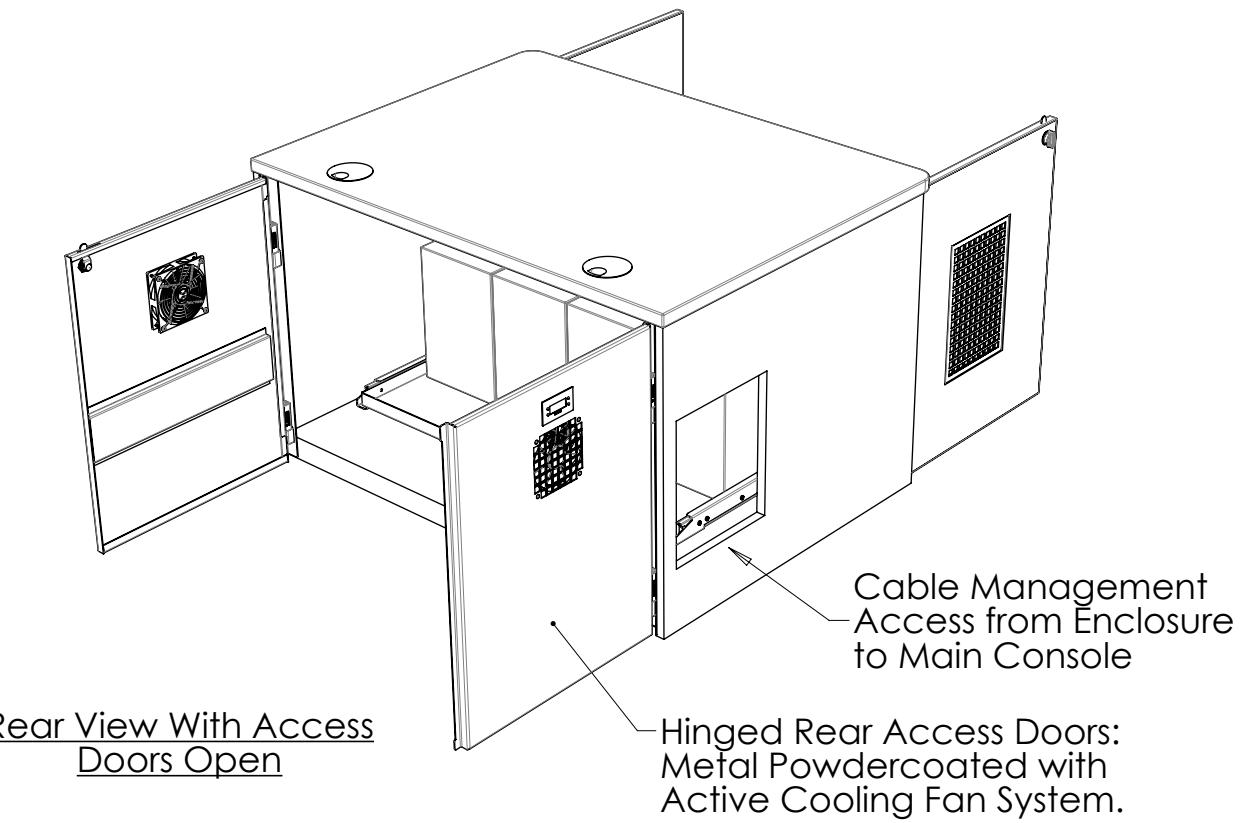


Front View



Hinged Rear Access Doors:
Metal Powdercoated with
Active Cooling Fan System.

Rear View

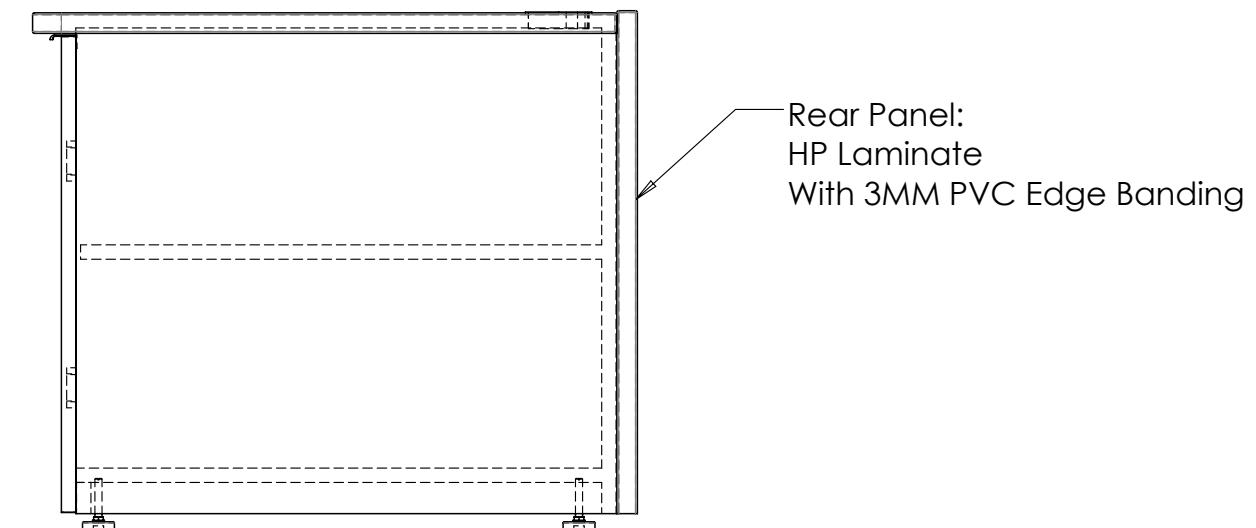
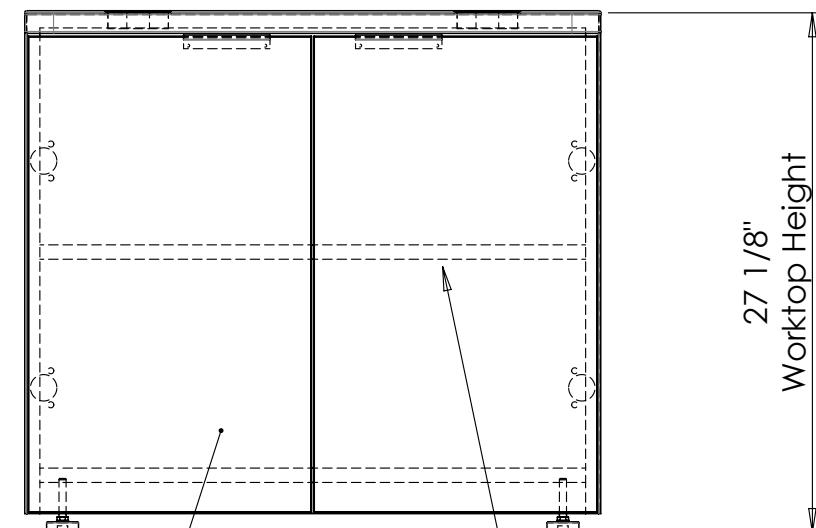
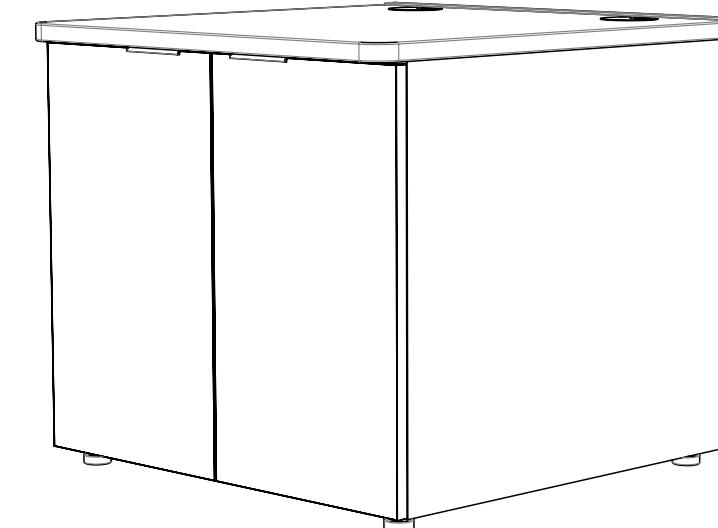
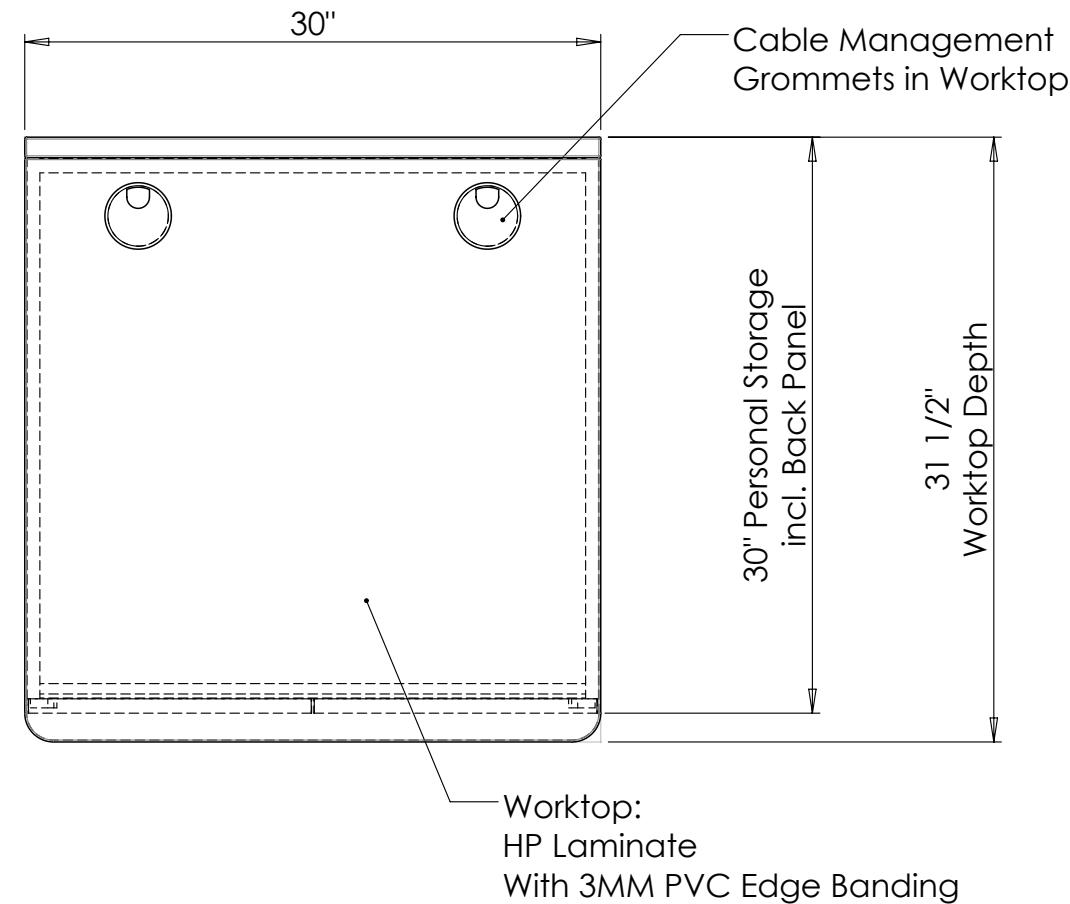


Rear View With Access Doors Open

 SBFI 123 Lyman St. Asheville, NC 28801 Tel: (828) 251-9847 www.SBFI.com	COPYRIGHT	GENERAL TOLERANCE UNLESS OTHERWISE STATED	REVISIONS	MATERIAL	CLIENT 40508 LINCOLN COUNTY	PART NO.	ISS		
	Copyright of this drawing is reserved by SBFI & is issued on the condition that it is not copied or disclosed to any third party either wholly or in part without the consent in writing of SBFI Do not scale or use drawing as a template	METAL X.X = ± 0.020 X.XX = ± 0.010 X.XXX = ± 0.005 Hole = ± 0.005	TIMBER X.X = ± 0.020 X.X = ± 0.5mm	A ORIGINAL		DRAWN CP	DATE DRAWN 15-Jan-2018	REVISED CP	
				FINISH				STATUS	SCALE
				Remove all sharp edges, sharp corners & burrs					1:12
				TITLE EQUIPMENT ENCLOSURE ASSY 42W X 31.5D					
				IF IN DOUBT ASK					SHEET 1 OF 1



123 Lyman St.
Asheville, NC 28801
Tel: (828) 251-9847
www.SBEI.com



Front Hinged Doors:
HP Laminate
with PVC Edge Banding

Adjustable Shelf:
HP Laminate



COPYRIGHT
Copyright of this drawing
is reserved by SBFI & is
issued on the condition
that it is not copied or
disclosed to any third
party either wholly or in
part without the consent
in writing of SBFI
**Do not scale or use
drawing as a template**

GENERAL TOLERANCE
UNLESS OTHERWISE STATED

METAL	TIMBER
X.X = ± 0.020	X.X = ± 0.020
X.XX = ± 0.010	X.X = ± 0.5mm
X.XXX = ± 0.005	
Hole = ± 0.005	
X = ± 1mm	
X.X = ± .5mm	
X.XX = ± .2mm	X.X = ± 0.5°

REVISIONS

A ORIGINAL

MATERIAL

SEE PARTS LIST

FINISH

SEE B.O.M.

TITLE

Remove all sharp edges,
sharp corners & burrs

IF IN DOUBT ASK

CLIENT

40508 LINCOLN COUNTY

PERSONAL STORAGE 30W X 31.5D

PART NO.		ISS
DP40508-M10-00		A
DRAWN	DATE DRAWN	REVISED
CP	04-Jan-2018	CP
STATUS		SCALE
1		1:10
SHEET 1 OF 1		

APPENDIX A — NON-COLLUSION AFFIDAVIT

State of North Carolina

County of Buncombe

I state that I am Vice President of Sales of SBFI
(Title) (Entity Name)

and that I am authorized to make this affidavit on behalf of said entity.

I state that:

1. The price(s) and amount(s) contained in this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer or potential proposer.

2. Neither the price(s) nor the amount(s) contained in this proposal, and neither the approximate price(s) nor approximate amount(s) contained in this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before proposals opening.

3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposals or other form of complementary proposals.

4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

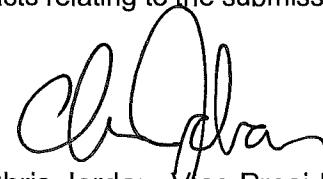
5. SBFI, its affiliates, subsidiaries, officers,
(Entity)

directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of, or found liable for, any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing, of any public contract, except as follows:

NON-COLLUSION AFFIDAVIT

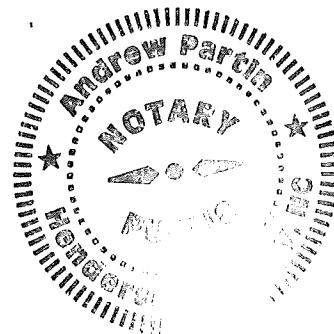
I state that SBFI understands and
(Name of Firm)

acknowledges that the above representations are material and important, and will be relied on by Lincoln County in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Lincoln County of the true facts relating to the submission of a proposal for this contract.



Chris Jordan, Vice President of Sales
Name and Company Position

Sworn to me and subscribed
before me this 5 day
of JANUARY, 2018.



APPENDIX D — TAX STATEMENT AND CERTIFICATION

TAX STATEMENT AND CERTIFICATION

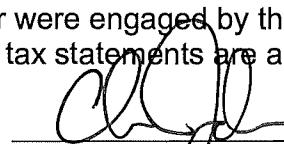
This is to certify that the foregoing or attached statements is a true and complete statement of all North Carolina and Local Sales or Use Tax paid by the undersigned contractor from,

January 1 2017 to June 30, 2017
inclusive for the materials and equipment that were or will become a part of the construction of the:

(THE FOLLOWING PORTION TO BE FILLED OUT BY GENERAL CONTRACTOR ONLY)

It is further certified that:

are all of the sub-contractors that are, or were engaged by this contractor in the performance of this contract and whose tax statements are also enclosed herewith.



CONTRACTOR OR SUBCONTRACTOR

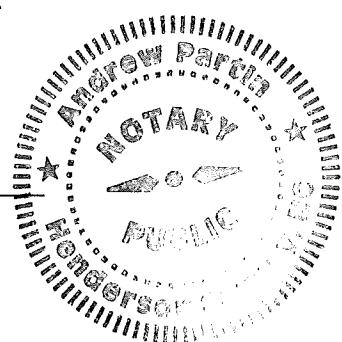
Sworn and subscribed before me

this 5 day of JANUARY, 2018.



Notary Public

My Commission Expires: 8/07/2020



APPENDIX D

SALES TAX REPORT

CONTRACTOR S B F I

CONTRACT

NO. 2

DATE 1/5/18

This is to certify that the above enumerated sales tax amounts were paid by:
S BFI

on items

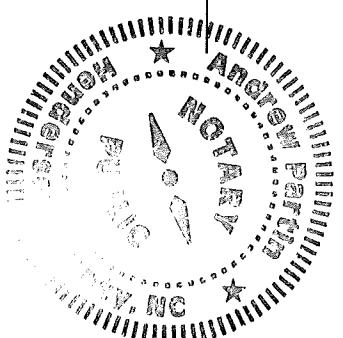
through ~~the~~ _____ purchased for use in the construction of _____ during the period _____

BY:

Sworn to and subscribed before me this 5 day of JANUARY, 2018.

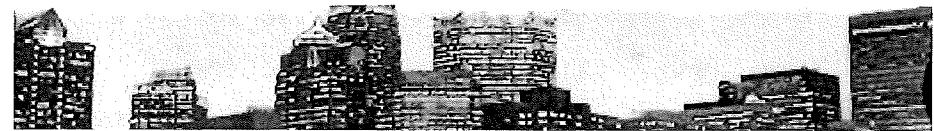
Notary Public

Page D-2





North Carolina Department of Revenue

[Home](#)[About Us](#)[What's New](#)[Electronic Services](#)[Tax Forms](#)[Search](#)

[> Individual](#) [> Electronic Services](#)

Sales and Use Online Filing and Payments Confirmation

→ This page confirms that you have submitted the following information for your transaction.

If you submitted a payment, this does not confirm acceptance of your payment. Your account information must be validated before your payment is drafted from your account.

Please PRINT this page for your records.

If you have provided a valid e-mail address, you will receive an email acknowledgement within two days. If you do not receive this acknowledgement, call 1-877-308-9103.

Period Ending: 1/31/2017

Due Date: 02/20/2017

Account ID: 600809030

Legal Name: SBFI-NORTH AMERICA, INC.

Zero Tax Due? yes

1. North Carolina Gross Receipts (Do not include tax collected)	0.00
2. Sales for Resale (Do not include on Line 3 below)	0.00
3. Receipts Exempt From State Tax	0.00

Tax Type	Purchases for Use	Receipts	Rate	Tax
4. Gen. State Rate	0.00 +	0.00	x 4.75% =	0.00
5. 3% State Rate	0.00 +	0.00	x 3% =	0.00
4.75% State Rate				
6. Rate (Modular Homes)	0.00 +	0.00	x 4.75% =	0.00
7. 4.75% State	0.00 +	0.00	x 4.75% =	0.00

	Rate (Mfg. Homes)				
8.	2% Food Rate	0.00	+	0.00	x 2% = 0.00
9.	2% County Rate	0.00	+	0.00	x 2% = 0.00
10.	2.25% County Rate .5%	0.00	+	0.00	x 2.25% = 0.00
11.	Additional County Rate .25%	0.00	+	0.00	x .5% = 0.00
12.	Additional County Rate	0.00	+	0.00	x .25% = 0.00
13.	Total State and County Tax (Sum of Lines 4 through 12)				0.00
14.	Excess Collections				0.00
15.	Total Tax (Sum of Lines 13 through 14)				0.00
16.	Penalty - State and County (Penalty, if due, will be calculated after return is submitted and reviewed)				0.00
17.	Interest - State and County (Interest, if due, will be calculated after return is submitted and reviewed)				0.00
18.	Less Prepayment for This Period				0.00
19.	Prepayment for Next Period				0.00
20.	Less any Credit (Explanation Required)				0.00

Explanation for Credit:

21. Total Due (Sum of Lines 15-17 & 19, Minus Lines 18 and 20)	\$	0.00
---	----	------

Tax Type	Sales & Use Tax
FID	202674313
Filing Option Selected	File zero tax due E-500
DOR Confirmation Number	221702144984547

Tuesday, February 14, 2017 11:21:45 AM EST

By submitting this return I hereby

- Certify that, to the best of my knowledge, this return is accurate and complete.

[file another](#)

[view e-536](#)

[help](#)

[exit](#)

North Carolina Department of Revenue



[Home](#) [About Us](#) [What's New](#) [Electronic Services](#) [Tax Forms](#) [Search](#)



[> Individual](#) [> Electronic Services](#)

Sales and Use Online Filing and Payments Confirmation

→ This page confirms that you have submitted the following information for your transaction.

If you submitted a payment, this does not confirm acceptance of your payment. Your account information must be validated before your payment is drafted from your account.

Please PRINT this page for your records.

If you have provided a valid e-mail address, you will receive an email acknowledgement within two days. If you do not receive this acknowledgement, call 1-877-308-9103.

Period Ending: 2/28/2017

Due Date: 03/20/2017

Account ID: 600809030

Legal Name: SBFI-NORTH AMERICA, INC.

Zero Tax Due? no

1. North Carolina Gross Receipts (Do not include tax collected)	4,070.05
2. Sales for Resale (Do not include on Line 3 below)	0.00
3. Receipts Exempt From State Tax	349.60

Tax Type	Purchases for Use	Receipts	Rate	Tax
4. Gen. State Rate	0.00 +	3,720.45	x 4.75% =	176.72
5. 3% State Rate	0.00 +	0.00	x 3% =	0.00
4.75% State Rate				
6. Modular Homes	0.00 +	0.00	x 4.75% =	0.00
7. 4.75% State	0.00 +	0.00	x 4.75% =	0.00

Rate (Mfg. Homes)				
8. 2% Food Rate	0.00	+	0.00	x 2% = 0.00
9. 2% County Rate	0.00	+	3,720.45	x 2% = 74.41
10. 2.25% County Rate .5%	0.00	+	0.00	x 2.25% = 0.00
11. Additional County Rate .25%	0.00	+	3,440.50	x .5% = 17.20
12. Additional County Rate	0.00	+	0.00	x .25% = 0.00
13. Total State and County Tax (Sum of Lines 4 through 12)				268.33
14. Excess Collections				0.00
15. Total Tax (Sum of Lines 13 through 14)				268.33
16. Penalty - State and County (Penalty, if due, will be calculated after return is submitted and reviewed)				0.00
17. Interest - State and County (Interest, if due, will be calculated after return is submitted and reviewed)				0.00
18. Less Prepayment for This Period				0.00
19. Prepayment for Next Period				0.00
20. Less any Credit (Explanation Required)				0.00

Explanation for Credit:

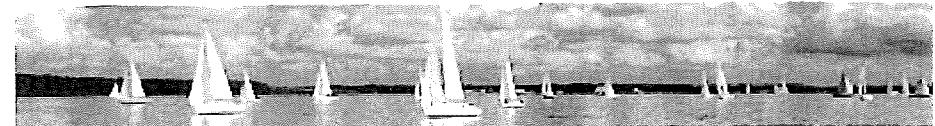
21. Total Due (Sum of Lines 15-17 & 19, Minus Lines 18 and 20)	\$	268.33
---	----	--------

Tax Type	Sales & Use Tax
Account ID	600809030
Legal Name	SBFI-NORTH AMERICA, INC.
FID	202674313
Filing Option Selected	File E-500 and pay the full amount online
Payment Type	Bank Draft
Bank Routing Number	053000196
Bank Account Type	Business/Corporate Checking
Bank Account Number	XXXXXXXXXX2811
Draft Date	03/20/2017
Total Payment Amount	\$268.33
DOR Confirmation Number	221703175074553

Friday, March 17, 2017 09:41:59 AM EDT

By submitting this payment I hereby

North Carolina Department of Revenue

[Home](#)[About Us](#)[What's New](#)[Electronic Services](#)[Tax Forms](#)[Search](#)[go](#)

> [Individual](#) > [Electronic Services](#)

Sales and Use Online Filing and Payments Confirmation

→ This page confirms that you have submitted the following information for your transaction.

If you submitted a payment, this does not confirm acceptance of your payment. Your account information must be validated before your payment is drafted from your account.

Please PRINT this page for your records.

If you have provided a valid e-mail address, you will receive an email acknowledgement within two days. If you do not receive this acknowledgement, call 1-877-308-9103.

Period Ending: 3/31/2017

Due Date: 04/20/2017

Account ID: 600809030

Legal Name: SBFI-NORTH AMERICA, INC.

Zero Tax Due? no

1. North Carolina Gross Receipts <i>(Do not include tax collected)</i>	1,049,613.41
2. Sales for Resale <i>(Do not include on Line 3 below)</i>	27,595.80
3. Receipts Exempt From State Tax	0.00

Tax Type	Purchases for Use	Receipts	Rate	Tax
4. Gen. State Rate	0.00 +	1,022,017.61	x 4.75% =	48,545.84
5. 3% State Rate	0.00 +	0.00	x 3% =	0.00
4.75% State Rate				
6. Rate (Modular Homes)	0.00 +	0.00	x 4.75% =	0.00
7. 4.75% State	0.00 +	0.00	x 4.75% =	0.00

Rate (Mfg. Homes)				
8.	2% Food Rate	0.00	+	0.00
9.	2% County Rate	0.00	+	1,022,017.61
10.	2.25% County Rate	0.00	+	0.00
	.5%			x 2.25% =
11.	Additional County Rate	0.00	+	1,022,017.61
	.25%			x .5% =
12.	Additional County Rate	0.00	+	0.00
	.25%			x .25% =
13.	Total State and County Tax (Sum of Lines 4 through 12)			74,096.28
14.	Excess Collections			0.00
15.	Total Tax (Sum of Lines 13 through 14)			74,096.28
16.	Penalty - State and County (Penalty, if due, will be calculated after return is submitted and reviewed)			0.00
17.	Interest - State and County (Interest, if due, will be calculated after return is submitted and reviewed)			0.00
18.	Less Prepayment for This Period			0.00
19.	Prepayment for Next Period			0.00
20.	Less any Credit (Explanation Required)			0.00

Explanation for Credit:

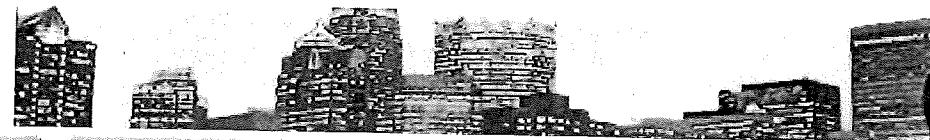
21. Total Due (Sum of Lines 15-17 & 19, Minus Lines 18
and 20) \$ 74,096.28

Tax Type	Sales & Use Tax
Account ID	600809030
Legal Name	SBFI-NORTH AMERICA, INC.
FID	202674313
Filing Option Selected	File E-500 and pay the full amount online
Payment Type	Bank Draft
Bank Routing Number	053000196
Bank Account Type	Business/Corporate Checking
Bank Account Number	XXXXXXXXXX2811
Draft Date	04/20/2017
Total Payment Amount	\$74,096.28
DOR Confirmation Number	221704145142666

Friday, April 14, 2017 01:18:16 PM EDT

By submitting this payment I hereby

North Carolina Department of Revenue

[Home](#)[About Us](#)[What's New](#)[Electronic Services](#)[Tax Forms](#)[Search](#)

go

> Individual > Electronic Services

Sales and Use Online Filing and Payments Confirmation

→ This page confirms that you have submitted the following information for your transaction.

If you submitted a payment, this does not confirm acceptance of your payment. Your account information must be validated before your payment is drafted from your account.

Please PRINT this page for your records.

If you have provided a valid e-mail address, you will receive an email acknowledgement within two days. If you do not receive this acknowledgement, call 1-877-308-9103.

Period Ending: 4/30/2017

Due Date: 05/20/2017

Account ID: 600809030

Legal Name: SBFI-NORTH AMERICA, INC.

Zero Tax Due? no

1.	North Carolina Gross Receipts (Do not include tax collected)	1,218,161.84
2.	Sales for Resale (Do not include on Line 3 below)	0.00
3.	Receipts Exempt From State Tax	758.51

Tax Type	Purchases for Use	Receipts	Rate	Tax
4. Gen. State Rate	0.00 +	1,217,403.33	x 4.75% =	57,826.66
5. 3% State Rate	0.00 +	0.00	x 3% =	0.00
4.75% State Rate				
6. (Modular Homes)	0.00 +	0.00	x 4.75% =	0.00
7. 4.75% State	0.00 +	0.00	x 4.75% =	0.00

Rate (Mfg. Homes)					
8.	2% Food Rate	0.00	+	0.00	x 2% = 0.00
9.	2% County Rate	0.00	+	1,217,403.33	x 2% = 24,348.07
10.	2.25% County Rate	0.00	+	0.00	x 2.25% = 0.00
	.5%				
11.	Additional County Rate	0.00	+	1,217,403.33	x .5% = 6,087.02
	.25%				
12.	Additional County Rate	0.00	+	0.00	x .25% = 0.00
13.	Total State and County Tax (Sum of Lines 4 through 12)				88,261.75
14.	Excess Collections				0.00
15.	Total Tax (Sum of Lines 13 through 14)				88,261.75
16.	Penalty - State and County (Penalty, if due, will be calculated after return is submitted and reviewed)				0.00
17.	Interest - State and County (Interest, if due, will be calculated after return is submitted and reviewed)				0.00
18.	Less Prepayment for This Period				0.00
19.	Prepayment for Next Period				0.00
20.	Less any Credit (Explanation Required)				0.00

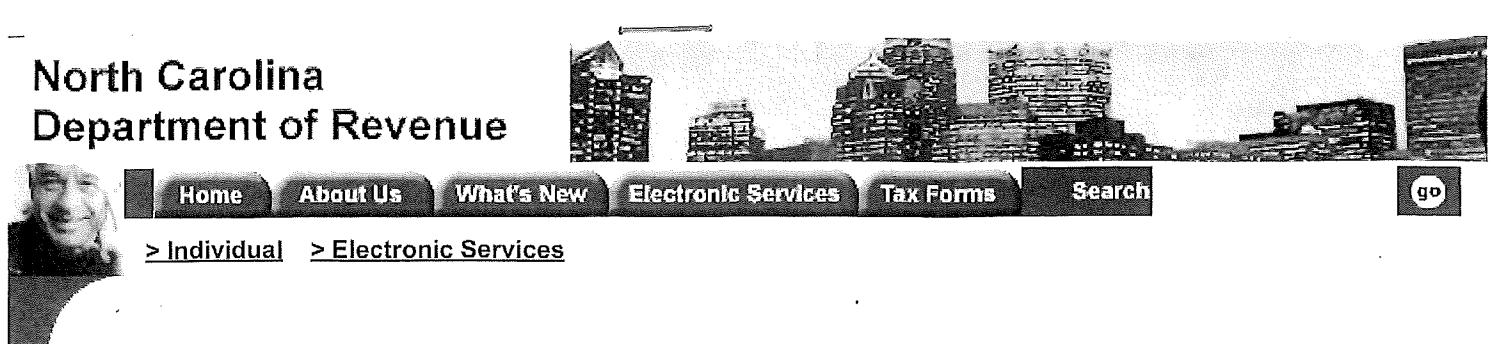
Explanation for Credit:

21. Total Due (Sum of Lines 15-17 & 19, Minus Lines 18 and 20)	\$	88,261.75
--	----	-----------

Tax Type	Sales & Use Tax
Account ID	600809030
Legal Name	SBFI-NORTH AMERICA, INC.
FID	202674313
Filing Option Selected	File E-500 and pay the full amount online
Payment Type	Bank Draft
Bank Routing Number	053000196
Bank Account Type	Business/Corporate Checking
Bank Account Number	XXXXXXXXXX2811
Draft Date	05/22/2017
Total Payment Amount	\$88,261.75
DOR Confirmation Number	221705155239364

Monday, May 15, 2017 03:01:14 PM EDT

By submitting this payment I hereby

[Home](#)[About Us](#)[What's New](#)[Electronic Services](#)[Tax Forms](#)[Search](#)

> Individual > Electronic Services

Sales and Use Online Filing and Payments Confirmation

→ This page confirms that you have submitted the following information for your transaction.

If you submitted a payment, this does not confirm acceptance of your payment. Your account information must be validated before your payment is drafted from your account.

Please PRINT this page for your records.

If you have provided a valid e-mail address, you will receive an email acknowledgement within two days. If you do not receive this acknowledgement, call 1-877-308-9103.

Period Ending: 5/31/2017

Due Date: 06/20/2017

Account ID: 600809030

Legal Name: SBFI-NORTH AMERICA, INC.

Zero Tax Due? no

1. North Carolina Gross Receipts (Do not include tax collected)	345,682.67
2. Sales for Resale (Do not include on Line 3 below)	0.00
3. Receipts Exempt From State Tax	0.00

Tax Type	Purchases for Use	Receipts	Rate	Tax
4. Gen. State Rate	0.00 +	345,682.67	x 4.75% =	16,419.93
5. 3% State Rate	0.00 +	0.00	x 3% =	0.00
4.75% State Rate				
6. Modular Homes	0.00 +	0.00	x 4.75% =	0.00
7. 4.75% State	0.00 +	0.00	x 4.75% =	0.00

Rate (Mfg. Homes)					
8.	2% Food Rate	0.00 +	0.00	x 2% =	0.00
9.	2% County Rate	0.00 +	345,682.67	x 2% =	6,913.65
10.	2.25% County Rate	0.00 +	0.00	x 2.25% =	0.00
	.5%				
11.	Additional County Rate	0.00 +	345,682.67	x .5% =	1,728.41
	.25%				
12.	Additional County Rate	0.00 +	0.00	x .25% =	0.00
13.	Total State and County Tax (Sum of Lines 4 through 12)				25,061.99
14.	Excess Collections				0.00
15.	Total Tax (Sum of Lines 13 through 14)				25,061.99
16.	Penalty - State and County (Penalty, if due, will be calculated after return is submitted and reviewed)				0.00
17.	Interest - State and County (Interest, if due, will be calculated after return is submitted and reviewed)				0.00
18.	Less Prepayment for This Period				0.00
19.	Prepayment for Next Period				0.00
20.	Less any Credit (Explanation Required)				0.00

Explanation for Credit:

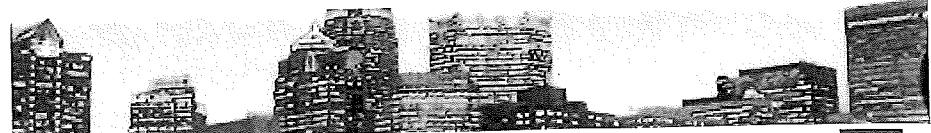
21. Total Due (Sum of Lines 15-17 & 19, Minus Lines 18 and 20) \$ 25,061.99

Tax Type	Sales & Use Tax
Account ID	600809030
Legal Name	SBFI-NORTH AMERICA, INC.
FID	202674313
Filing Option Selected	File E-500 and pay the full amount online
Payment Type	Bank Draft
Bank Routing Number	053000196
Bank Account Type	Business/Corporate Checking
Bank Account Number	XXXXXXXXXX2811
Draft Date	06/20/2017
Total Payment Amount	\$25,061.99
DOR Confirmation Number	221706155322836

Thursday, June 15, 2017 03:30:35 PM EDT

By submitting this payment I hereby

North Carolina Department of Revenue

[Home](#)[About Us](#)[What's New](#)[Electronic Services](#)[Tax Forms](#)[Search](#)[go](#)

> [Individual](#) > [Electronic Services](#)

Sales and Use Online Filing and Payments Confirmation

→ This page confirms that you have submitted the following information for your transaction.

If you submitted a payment, this does not confirm acceptance of your payment. Your account information must be validated before your payment is drafted from your account.

Please PRINT this page for your records.

If you have provided a valid e-mail address, you will receive an email acknowledgement within two days. If you do not receive this acknowledgement, call 1-877-308-9103.

Period Ending: 9/30/2017

Due Date: 10/20/2017

Account ID: 600809030

Legal Name: SBFI-NORTH AMERICA, INC.

Zero Tax Due? no

1. North Carolina Gross Receipts (Do not include tax collected)	53,246.80
2. Sales for Resale (Do not include on Line 3 below)	0.00
3. Receipts Exempt From State Tax	0.00

Tax Type	Purchases for Use	Receipts	Rate	Tax
4. Gen. State Rate	0.00 +	53,246.80	x 4.75% =	2,529.22
5. 3% State Rate	0.00 +	0.00	x 3% =	0.00
4.75% State Rate				
6. Rate (Modular Homes)	0.00 +	0.00	x 4.75% =	0.00
7. 4.75% State	0.00 +	0.00	x 4.75% =	0.00

Rate (Mfg. Homes)				
8.	2% Food Rate	0.00 +	0.00	x 2% = 0.00
9.	2% County Rate	0.00 +	53,246.80	x 2% = 1,064.94
10.	2.25% County Rate	0.00 +	0.00	x 2.25% = 0.00
11.	.5% Additional County Rate	0.00 +	53,246.80	x .5% = 266.23
12.	.25% Additional County Rate	0.00 +	0.00	x .25% = 0.00
13.	Total State and County Tax (<i>Sum of Lines 4 through 12</i>)			3,860.39
14.	Excess Collections			0.00
15.	Total Tax (<i>Sum of Lines 13 through 14</i>)			3,860.39
16.	Penalty - State and County (<i>Penalty, if due, will be calculated after return is submitted and reviewed</i>)			0.00
17.	Interest - State and County (<i>Interest, if due, will be calculated after return is submitted and reviewed</i>)			0.00
18.	Less Prepayment for This Period			0.00
19.	Prepayment for Next Period			0.00
20.	Less any Credit (<i>Explanation Required</i>)			0.00

Explanation for Credit:

21. Total Due (<i>Sum of Lines 15-17 & 19, Minus Lines 18 and 20</i>)	\$	3,860.39
---	----	----------

Tax Type	Sales & Use Tax
Account ID	600809030
Legal Name	SBFI-NORTH AMERICA, INC.
FID	202674313
Filing Option Selected	File E-500 and pay the full amount online
Payment Type	Bank Draft
Bank Routing Number	053000196
Bank Account Type	Business/Corporate Checking
Bank Account Number	XXXXXXXXXX2811
Draft Date	10/12/2017
Total Payment Amount	\$3,860.39
DOR Confirmation Number	221710115638787

Wednesday, October 11, 2017 09:46:43 AM EDT

By submitting this payment I hereby

APPENDIX E — MWBE



**LINCOLN COUNTY MWBE
RECRUITMENT, SELECTION
AND DISPUTE RESOLUTION
PROCEDURES**

TABLE OF CONTENTS Section 1

I)	General.....	3
A)	Intent.....	3
B)	Definitions	3
II)	Minority Outreach Plan and Guidelines	4
A)	Owner Responsibilities	4
B)	B) Designer Responsibilities.....	5
C)	Contractor Responsibilities	5
III)	Minority Business Responsibilities	6
A)	Certification	6
B)	Other Responsibilities	7
C)	IV) Minimum Compliance Requirements	7
V)	Dispute Resolution Procedures.....	8

Appendix A Forms

A)	Affidavit A – Listing of Good Faith Efforts	9
B)	Affidavit B Intent to Perform Contract with Own Workforce...	11
C)	Affidavit C – Portion of the Work to be Performed by Minority Firms ...	13
D)	Affidavit D Good Faith Efforts	15
E)	Identification of Minority Business Participation	17
F)	MBE Documentation for Contract Payments.....	19

OUTREACH PLAN AND GUIDELINES FOR RECRUITMENT AND SELECTION OF MINORITY BUSINESSES FOR PARTICIPATION IN LINCOLN COUNTY GOVERNMENT BUILDING CONSTRUCTION OR REPAIR CONTRACTS

I) General

In accordance with G.S. 143-128.2, these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, construction manager at risk, and alternative contracting methods, on LINCOLN COUNTY building construction or repair projects in the amount of \$300,000 or more. The outreach plan shall also be applicable to the selection process of architectural, engineering, and Construction Manager-at-Risk services.

LINCOLN COUNTY has a current verifiable goal of 10 percent for minority participation for building construction or repair projects. The goal will be reviewed every 5 years.

A) INTENT

It is the intent of these guidelines that LINCOLN COUNTY GOVERNMENT, as awarding authority for building construction or repair projects, and the contractors and subcontractors performing the construction contracts awarded shall cooperate and in good faith do all things legal, proper, and reasonable to achieve the goal of 10 percent for participation by minority businesses in each building construction or repair project as required by GS 143-128.2. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minoritybusiness subcontractors who do not submit the lowest responsible, responsive bid or bids.

B) DEFINITIONS

1. Minority - a person who is a citizen or lawful permanent resident of the United States and who is:
 - a. Black, that is, a person having origins in any of the black racial groups in Africa;
 - b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
 - c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, the Pacific Islands;

- d. American Indian, that is, a person having origins in any of the original peoples of North America; or
- e. Female

2. Minority Business (MBE) - means a business:

- a. In which at least fifty-one percent (51%) is owned by one or more minority persons, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and
- b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.

3. Socially and economically disadvantaged individual - means the same as defined in 15 U.S.C. 637: Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities. Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged.

4. Owner – LINCOLN COUNTY GOVERNMENT.

5. Designer – Any person, firm, partnership, or corporation which has contracted with Lincoln County Government to perform architectural or engineering work.

6. Bidder - Any person, firm, partnership, corporation, association, or joint venture seeking to be awarded a public contract or subcontract.

7. Contract - A mutually binding legal relationship or any modification thereof obligating the seller to furnish equipment, materials, or services, including construction, and obligating the buyer to pay for them.

8. Contractor - Any person, firm, partnership, corporation, association, or joint venture which has contracted with Lincoln County Government to perform building construction or repair work.

9. Subcontractor - A firm under contract with the prime contractor or construction manager at risk for supplying materials or labor and materials and/or installation. The subcontractor may or may not provide materials in his subcontract.

II) MINORITY OUTREACH PLAN AND GUIDELINES

A) Owner Responsibilities

Lincoln County Government will employ the following strategies to encourage participation from MBEs.

1. Work with minority-focused and small business groups that support MBE inclusion in the solicitation of bids. These groups include CVCC

Small Business Development Center and the Small Business Technology Center.

2. Place emphasis on the importance of soliciting certified MBE firms for subcontracting opportunities at pre-bid conferences and in the bid documents. Examine specifications to identify special subcontracting opportunities and strongly encourage prime contractors to solicit bids for subcontracts from MBE firms.
3. Provide detailed information to majority contractors concerning the bidding and good faith efforts requirements by holding meetings with the contractors.
4. Assess the effectiveness of the MBE program, and identify opportunities to enhance it by evaluating MBE participation and compliance and reviewing the good faith efforts provided in bid packages.
5. Identify subcontracting opportunities unique to each construction contract and project and concentrate heavily on targeting certified MBE firms that have expressed an interest in Lincoln County Government projects. Identify these opportunities and contact interested businesses no later than 10 days prior to the bid opening and provide a list of prime contractors who plan to participate in the project.
6. Build new and strengthen existing business relationships through networking. Continue communicating with other North Carolina public agencies to find out how their MBE outreach programs are working and to share "best practices" and ideas to improve programs.
7. Participate in educational opportunities throughout the community as they become available and offer training sessions to share Lincoln County Government's outreach plan with interested businesses and organizations
8. Be visible through participation in trade shows and business organizations of interest to MBE firms, majority contractors, and small businesses, and provide information to the general public about the MBE program, and continue outreach efforts to the business community.
9. Enhance Lincoln County Government's web page by including the outreach plan and guidelines, listing good faith efforts, creating links to MBE resources, and creating awareness of specific subcontracting opportunities.
10. Make available to minority-focused agencies a list of subcontracting opportunities when they are identified, no later than 10 days prior to the bid opening, and a list of prime bidders that subcontractors may wish to contact for subcontracting consideration.
11. Maintain or continue to maintain a database specifically for MBE firms and majority contractors to ensure those firms wishing to do business with Lincoln County Government have access to up-to-date information.

12. Advertise upcoming bid opportunities in minority-focused media.
13. Work with architects and engineers to make subcontracting opportunities more noticeable and more easily understood by potential contractors and subcontractors.

B) Designer Responsibilities

Under the single-prime bidding, separate prime bidding, construction manager at risk, or alternative contracting method, the designer will:

1. Attend the scheduled pre-bid conference to explain minority business requirements to the prospective bidders.
2. Assist the owner to identify and notify prospective minority business prime and subcontractors of potential contracting opportunities.
3. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
4. Review jointly with the owner, all requirements of G.S. 143-128.2(c) and G.S.143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with corresponding total dollar value of the bid and affidavit listing good faith efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award.
5. During construction phase of the project, review documentation for contract payment to MBEs (e.g. state form "Appendix E: MBE Documentation for Contract Payment"
<http://interscope2.doa.state.nc.us/Guidelines/MBE/MBGuidelines2002R.pdf>) for compliance with minority business utilization commitments.
Submit this form with monthly pay applications to the Owner.

C) Contractor Responsibilities

Under the single-prime bidding, the separate-prime bidding, construction manager at risk, and alternative contracting methods, contractor(s) will:

1. Attend the scheduled pre-bid conference.
2. Identify or determine those work areas of a subcontract where minority businesses may have an interest in performing subcontract work.
3. During the bidding process, comply with the owner's requirements listed in the proposal for minority participation.
4. Identify on the bid the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit listing good faith efforts as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).

5. Make documentation showing evidence of implementation of Prime Contractor, CM-at-Risk and First-Tier Subcontractor responsibilities available for review by Lincoln County Government, upon request.
6. Upon being named the apparent low bidder, the bidder shall provide one of the following: (1) an affidavit that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal; or (2) if the percentage is not equal to the applicable goal, then documentation of all good faith efforts taken to meet the goal. The documentation must include evidence of all good faith efforts that were implemented including any advertisements, solicitations, and evidence of other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract. Failure to comply with these requirements is grounds for rejection of the bid and award to the next lowest responsible and responsive bidder.
7. The contractor(s) shall identify the name(s) of minority business subcontractor(s) and corresponding dollar amount of work on the schedule of values.
8. The contractor(s) shall submit with each monthly pay request(s) and final payment(s) documentation for contract payment to MBEs (e.g. state form
“Appendix E: MBE Documentation for Contract Payment”
<http://interscope2.doa.state.nc.us/Guidelines/MBE/MBGuidelines2002R.pdf>) for designer's review.
9. During the construction of a project, at any time, if it becomes necessary to replace a minority business subcontractor, immediately advise the owner in writing, of the circumstances involved. The prime contractor shall make a good faith effort to replace a minority business subcontractor with another minority business subcontractor.
10. If during the construction of a project additional subcontracting opportunities become available, the contractor shall make a good faith effort to solicit sub-bids from minority businesses.

III) Minority Business Responsibilities

A) Certification

While minority businesses are not required to become certified in order to participate in Lincoln County Government building construction or repair projects, it is recommended that they become certified and take advantage of appropriate technical assistance that is made available. Certification can be obtained from the following agencies:

- North Carolina Department of Administration Historically Underutilized Business (HUB) certification
- North Carolina Department of Transportation Minority/Disadvantaged/Women-owned
- Business certification

- Small Business Administration 8(a) certification
- Other governmental agencies on a case-by-case basis

B) Other Responsibilities

Minority businesses that are contacted by owners or bidders must respond promptly whether or not they wish to submit a bid.

IV) MINIMUM COMPLIANCE REQUIREMENTS

All written statements or affidavits made by the bidder shall become a part of the agreement between the Contractor and Lincoln County Government for performance of the contract. Failure to comply with any of these statements, affidavits, or with the minority business guidelines shall constitute a breach of the contract. A finding by Lincoln County Government that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false, or incomplete shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of Lincoln County Government whether to terminate the contract for breach.

In determining whether a contractor has made good faith efforts, Lincoln County Government will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, diligence, and results of these efforts. Contractors are required to earn at least 50 points for good faith efforts. Failure to file a required affidavit or documentation demonstrating that the contractor made the required good faith effort, is grounds for rejection of the bid. Good faith efforts include:

1. Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed. (10 points)
2. Making the construction plans, specifications, and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due. (10 points)
3. Breaking down or combining elements of work into economically feasible units to facilitate minority participation. (15 points)
4. Working with minority trade, community, or contractor organizations identified by the Office for Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses. (10 points)
5. Attending any pre-bid meetings scheduled by the public owner. (10 points)

6. Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors. (20 points)
7. Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Reasons for rejection of a minority business based on lack of qualification should be documented in writing. (15 points)
8. Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit. (25 points)
9. Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible. (20 points)
10. Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash flow demands. (20 points)

V) DISPUTE RESOLUTION PROCEDURES

Pursuant to G.S. 143-128 (f1), all disputes involving contractors on a building construction or repair project with Lincoln County Government shall be resolved pursuant to LINCOLN COUNTY GOVERNMENT'S DISPUTE RESOLUTION POLICY. In addition to these guidelines, there will be issued with each construction bid package provisions for providing minority business participation in LINCOLN COUNTY GOVERNMENT projects.

Attach to Bid Attach to Bid

State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts .

County of LINCOLN

(Name of Bidder)

Affidavit of SBFI

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive.
(1 NC Administrative Code 30 I.0101)

- 1 – (10 pts) Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 --(10 pts) Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 pts) Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts) Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 – (10 pts) Attended prebid meetings scheduled by the public owner.
- 6 – (20 pts) Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 – (15 pts) Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts) Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts) Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts) Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cashflow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner.

Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 11/18/18

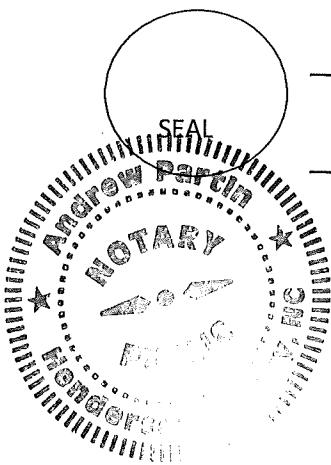
Name of Authorized Officer:

Chris Jordan

Signature: Chris Jordan

Title: VP of Sales

State of North Carolina, County of Henderson



Subscribed and sworn to before me this 18 day of JAN 20 18

Notary Public a Par

My commission expires 8/7/2020

Attach to Bid Attach to Bid

**State of North Carolina-- AFFIDAVIT B -- Intent to Perform Contract with Own
Workforce.**

County of LINCOLN

Affidavit of SBFI
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the RFP 2018-0109 (A)
DISPATCH FURNITURE FOR LINCOLN CO. 911 PUBLIC SOC contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

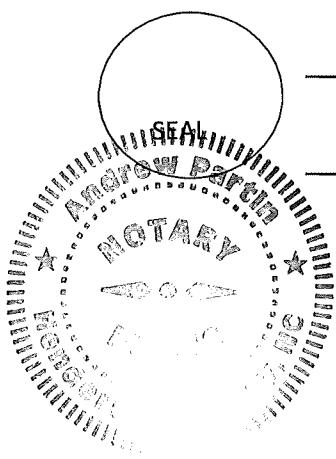
The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: 1/18/2018

Name of Authorized Officer: Chris Jordan

Signature: Chris Jordan

Title: VP of Sales



State of North Carolina County of Henderson

Subscribed and sworn to before me this 18 day of JAN 2018

Notary Public A Parker

My commission expires 8/7/2020

RULES IMPLEMENTING MEDIATED SETTLEMENT CONFERENCES IN LINCOLN COUNTY CONSTRUCTION PROJECTS

Table of Rules

- I) Initiating Mediated Settlement Conferences
 - A) Purpose of Mandatory Settlement Conferences
 - B) Initiating the Dispute Resolution Process
- II) Selection of Mediator
 - A) Selection of Certified Mediator by Agreement of the Parties
 - B) Nomination and Court Approval of a Non-Certified Mediator
 - C) Appointment of Mediator by Lincoln County
 - D) Mediator Information Directory
 - E) Disqualification of Mediator
- III) The Mediated Settlement Conference
 - A) Where Conference is to be Held
 - B) When Conference is to be Held
 - C) Request to Extend Deadline for Completion
 - D) Recesses
 - E) The Mediated Settlement Conference shall not be cause for the Delay of the Construction Project, which is the focus of the Dispute
- IV) Duties of Parties and Other Participants in Formal Dispute Resolution Process
 - A) Attendance
 - B) Finalizing Agreement
 - C) The Mediation Fee shall be paid in accordance with N.C.G.S. 143-128(g).
 - D) Failure to Compensate Mediator
- V) Authority and Duties of Mediators
 - A) Authority of Mediator.
 - B) Duties of Mediator
- VI) Compensation of the Mediator
 - A) By Agreement.
 - B) By Appointment
- VII) Mediator Certification
- VIII) Rule Amendments
- IX) Time Limits

DISPUTE PROCEDURES

RULES IMPLEMENTING MEDIATED SETTLEMENT CONFERENCES IN LINCOLN COUNTY CONSTRUCTION PROJECTS

I) INITIATING MEDIATED SETTLEMENT CONFERENCES

- A) Purpose of Mandatory Settlement Conferences. These Rules are promulgated to implement a system of settlement events, which are designated to focus the parties' attention on settlement rather than on claim preparation and to provide a structured opportunity for settlement negotiations to take place. Nothing herein is intended to limit or prevent the parties from engaging in settlement procedures voluntarily at any time prior to or during commencement of the dispute resolution process.
- B) Initiating the Dispute Resolution Process
 - i) Any party to a Lincoln County contract and who is a party to a dispute arising out of the construction process in which the amount in controversy is at least \$15,000 may submit a written request to Lincoln County for mediation of the dispute.
 - ii) Prior to submission of a written request for mediation to Lincoln County, the parties requesting mediation,
 - a) If a prime contractor, must have first submitted its claim to the Project Designer for review. If the dispute is not resolved through the Project Designer's instructions, then the dispute becomes ripe for mediation in the Formal Dispute Resolution Process, and the party may submit their written request for mediation to Lincoln County.
 - b) If the party requesting mediation is a subcontractor, it must first have submitted its claim for mediation to the prime contractor with whom it has a contract. If the dispute is not resolved through the Prime Contractor's involvement, then the dispute becomes ripe for mediation in the Formal Dispute Resolution Process, and the party may submit its written request for mediation to Lincoln County.
 - c) If the party requesting mediation is the Project Designer, then it must first submit its claim to Lincoln County to resolve. If the dispute is not resolved with Lincoln County's involvement, then the Project Designers' dispute is ripe for mediation in the Formal Dispute Resolution Process, and the Project Designer may submit its written request to Lincoln County for mediation.

II) SELECTION OF MEDIATOR

- A) Selection of Certified Mediator by Agreement of the Parties. The parties may select a certified mediator pursuant to the Rules by agreement within 21 days of requesting mediation. The requesting party shall file with Lincoln County a Notice of Selection of Mediator by Agreement within 10 days of the request; however, any party may file the notice. Such notice shall state the name, address and telephone number of the mediator selected; state the rate of compensation of the mediator; state that the mediator and opposing counsel have agreed upon the selection and rate of compensation; and state that the mediator is certified pursuant to these Rules.

B) Nomination and Lincoln County Approval of a Non-Certified Mediator. The parties may select a mediator who does not meet the certification requirements of these Rules but who, in the opinion of the parties and Lincoln County is otherwise qualified by training or experience to mediate the action.

If the parties select a non-certified mediator, the requesting party shall file with Lincoln County a Nomination of Non-Certified Mediator within 10 days of the request. Such nomination shall state the name, address and telephone number of the mediator; state the training, experience or other qualifications of the mediator; state the rate of compensation of the mediator; and state that the mediator and opposing counsel have agreed upon the selection and rate of compensation.

Lincoln County shall rule on said nomination, shall approve or disapprove of the parties' nomination and shall notify the parties of its decision.

C) Appointment of Mediator by Lincoln County. If the parties cannot agree upon the selection of a mediator, the party or party's attorney shall notify Lincoln County and request, on behalf of the parties, that Lincoln County appoint a mediator. The request for appointment must be filed within 10 days after request to mediate and shall state that the parties have had a full and frank discussion concerning the selection of a mediator and have been unable to agree. The request shall state whether any party prefers a certified attorney mediator, and if so, Lincoln County shall appoint a certified attorney mediator. If no preference is expressed, Lincoln County may appoint a certified attorney mediator or a certified non-attorney mediator.

D) Mediator Information Directory. To assist the parties in the selection of a mediator by agreement, the parties are free to utilize the list of certified mediators maintained in any county participating in the Superior Court Mediation Settlement Conference Program. Lincoln County participates in this program.

E) Disqualification of Mediator. Any party may request replacement of the mediator by Lincoln County for good cause. Nothing in this provision shall preclude mediators from disqualifying themselves.

III) THE MEDIATED SETTLEMENT CONFERENCE

A) Where Conference is to be Held. Unless all parties and the mediator otherwise agree, the mediated settlement conference shall be held in Lincoln County. The mediator shall be responsible for reserving a place and making arrangements for the conference and for giving timely notice of the time and location of the conference to all attorneys, unrepresented parties and other persons and entities required to attend.

B) When Conference is to be Held. The deadline for completion of the mediation shall be not less than 30 days or more than 60 days after the naming of the mediator.

C) Request to Extend Deadline for Completion. A party, or the mediator, may request that Lincoln County extend the deadline for completion of the conference. Such request shall state the reasons the extension is sought and shall be served by the moving party upon the other parties and the mediator. If any party does not consent to the request, said party shall promptly communicate its objection to the County.

Lincoln County may grant the request by setting a new deadline for completion of the conference.

- D) Recesses. The mediator may recess the conference at any time and may set times for reconvening. If the time for reconvening is set before the conference is recessed, no further notification is required for persons present at the conference.
- E) The mediated settlement conference shall not be cause for the delay of the construction project, which is the focus of the dispute.

IV) DUTIES OF PARTIES AND OTHER PARTICIPANTS IN FORMAL DISPUTE RESOLUTION PROCESS

- A) Attendance.
 - i) All parties to the dispute originally presented to the Designer or Prime Contractor for initial resolution must attend the mediation. Failure of a party to a construction contract to attend the mediation will result in Lincoln County withholding of monthly payment to that party until such party attends the mediation.
 - ii) Attendance shall constitute physical attendance, not by telephone or other electronic means. Any attendee on behalf of a party must have authority from that party to bind it to any agreement reached as a result of the mediation.
 - iii) Attorneys on behalf of parties may attend the mediation but are not required to do so.
 - iv) Sureties or insurance company representatives are not required to attend the mediation unless any monies paid or to be paid as a result of any agreement reached as a result of mediation require their presence or acquiescence. If such agreement or presence is required, then authorized representatives of the surety or insurance company must attend the mediation.
- B) Finalizing Agreement. If an agreement is reached in the conference, parties to the agreement shall reduce the terms to writing and sign it along with their counsel.
- C) Mediation Fee. The mediation fee shall be paid in accordance with N.C.G.S. §143-128(g).
- D) Failure to compensate mediator. Any party's failure to compensate the mediators in accordance with N.C.G.S. §143-128(g) shall subject that party to a withholding of said amount of money from the party's monthly payment by Lincoln County.

V) AUTHORITY AND DUTIES OF MEDIATORS

- A) Authority of Mediator.
 - i) Control of Conference. The mediator shall at all times be in control of the conference and the procedures to be followed.
 - ii) Private Consultation. The mediator may communicate privately with any participant or counsel prior to and during the conference. The fact that private communications have occurred with a participant shall be disclosed to all other participants at the beginning of the conference.
 - iii) Scheduling the Conference.
The mediator shall make a good faith effort to schedule the conference at a time that is convenient with the participants, attorneys and mediator. In the absence of agreement, the mediator shall select the date for the conference.
- B) Duties of Mediator

- i) The mediator shall define and describe the following at the beginning of the conference:
 - a) The process of mediation;
 - b) The difference between mediation and other forms of conflict resolution;
 - c) The costs of the mediated settlement conference;
 - d) That the mediated settlement conference is not a trial, the mediator is not a judge, and the parties retain their legal rights if they do not reach settlement;
 - e) The circumstances under which the mediator may meet and communicate privately with any of the parties or with any other person;
 - f) Whether and under what conditions communications with the mediator will be held in confidence during the conference;
 - g) The inadmissibility of conduct and statements as provided by N.C.G.S. §7A38.1(1);
 - h) The duties and responsibilities of the mediator and the participants; and
 - i) That any agreement reached will be reached by mutual consent.
- ii) Disclosure. The mediator has a duty to be impartial and to advise all participants of any circumstance bearing on possible bias, prejudice or partiality.
- iii) Declaring Impasse. It is the duty of the mediator to timely determine that an impasse exists and that the conference should end.
- iv) Reporting Results of Conference. The mediator shall report to Lincoln County within 10 days of the conference whether or not the parties reached an agreement. If an agreement was reached, the report shall state the nature of said agreement. The mediator's report shall inform Lincoln County of the absence of any party known to the mediator to have been absent from the mediated settlement conference without permission. Lincoln County may require the mediator to provide statistical data for evaluation of the mediated settlement conference program.
- v) Scheduling and Holding the Conference. It is the duty of the mediator to schedule the conference and conduct it prior to the deadline of completion set by the Rules. The mediator shall strictly observe deadlines for completion of the conference unless said time limit is changed by a written order from Lincoln County.

VI) COMPENSATION OF THE MEDIATOR

- A) By Agreement. When the mediator is stipulated by the parties, compensation shall be as agreed upon between the parties and the mediator provided that the provision of N.C.G.S. §143-128(g) are observed.
- B) By Appointment. When the mediator is appointed by Lincoln County, the parties shall compensate the mediator for mediation services at the rate in accordance with the rate charged for Superior Court mediation. The parties shall also pay to the mediator a onetime per case administrative rate in accordance with the rate charged for Superior Court mediation, which is due upon appointment.

VII) MEDIATOR CERTIFICATION

All mediators certified in the Formal Dispute Resolution Program shall be properly certified in accordance with the rules certifying mediators in Superior Court in North Carolina. (Except when otherwise allowed by Lincoln County upon the request of the

parties to the mediation.) When selecting mediators, the parties may designate a preference for mediators with a background in construction law or public construction contracting. Such requirements, while preferred, are not mandatory under these Rules. All mediators chosen must either demonstrate they are certified in accordance with the Rules Implementing Scheduled Mediated Settlement Conference in Superior Court or must gain the consent of Lincoln County to mediate any dispute in accordance with these Rules.

VIII) RULE MAKING.

These Rules are subject to amendment by Lincoln County at any time the County deems it appropriate.

IX) TIME LIMITS.

Any time limit provided for by these Rules may be waived or extended by the mediator it appoints for good cause shown. If the mediator has not yet been appointed, the Designer of Record shall decide all waivers or extensions of time for good cause shown.