1. **SCOPE OF WORK**

Furnish and install sixteen sit only cubicle workstations to replace the existing workstation furniture for the Emergency Operations Center Customer Information Line (EOC/CIL). Workstations shall be ergonomically designed to meet ANSI/HFES 100-2007, Human Factors Engineering of Computer Workstations Standards that accommodate the 5th to 95th percentile of male and female users. Workstations shall be constructed of materials that have been proven durable in the twenty-four (24) hour use environment.

This is an indefinite quantity contract with no guarantee services will be required. The County does not guarantee a minimum or maximum dollar amount to be expended on any resulting contract(s). The County’s intent is to order sixteen workstations with the possibilities of additional purchases in the future. All work performed shall be in strict compliance with the latest codes, standards, and practices and in accordance with Federal, State, and Local laws.

1. **CONTRACTOR RESPONSIBILITIES**

Contractor shall:

* 1. Furnish all labor, tools, and equipment necessary to complete the project.
  2. Confirm the provided measurements prior to the commencement of work.
  3. Coordinate all work with County divisions as required for installations.
  4. Employees of the Contractor are required to wear a company work shirt with a company name or identifying logo clearly visible.
  5. Maintain a clean and safe environment.
  6. Be responsible for damages caused as the result of completing the project.

1. **COUNTY RESPONSIBILITIES**

County will:

* 1. Reserve the right to choose furniture finishes and color scheme.
  2. Reserves the right to add or remove services in conjunction with the County’s needs.
  3. Disassemble and remove existing furniture and equipment prior to the commencement of work.
  4. County shall install computer equipment, mount monitors to slat wall and install telephones.
  5. County shall install electrical connection to hardwire.

1. **DELIVERY REQUIREMENTS AND ACCEPTANCE**
   1. Delivery shall be FOB – Destination Inside Delivery.
   2. Project shall be completed within six (6) months after receipt of notice to proceed.
2. **MAINTENANCE PLANS**
   1. Contractor shall provide for a three (3) or a five (5) year maintenance plan with the option to renew.
   2. Contractor shall respond to maintenance requests within forty-eight (48) hours of notification.
   3. The maintenance cost shall include all costs associated for the repair and maintenance services of the cubicles.
3. **PROJECT SPECIFICATIONS**
   1. Furnish and install sixteen (16) sit only cubicle workstations for the Lake County Emergency Operations Center Customer Information Line (EOC/CIL) Room # 230.
   2. Dimensions of the room are approximately 400” deep by 200” wide. (555.6 square feet).
      1. Contractor to confirm measurements prior to the commencement of work.
   3. A measurement of eighty-seven- and three-quarter inches (87.75”) from the front of the room to the first cubicle is required to house existing cabinetry.
   4. Eight (8) cubicles shall be installed on each side of the room. A total of sixteen (16) cubicles shall be installed.
   5. Each cubicle shall have a worksurface of thirty-six inches wide by thirty inches in length (36” W x 30” L) with an installed center drawer.
   6. Each cubicle shall offer two (2) a/c power ports, two (2) data ports and two (2) USB ports which will be in the rear fabric tile, above the worksurface but under the slotted tool tile, to maximum workspace.
   7. Each cubicle will need Electrical Pass-Thru cabling and harnesses as necessary.
   8. Height of rear panel not to exceed fifty-eight inches (58”).
   9. Height of separating side panels not to exceed forty-six inches (46”).
   10. Depth of separating side panels shall be a minimum of forty-two inches (42”).
   11. Slotted tool tile shall be placed on rear panel allowing monitors to be mounted.
   12. Each tile will be installed with appropriate cap and trims.
   13. Supervisor podium with flat worksurface to match workstations.
   14. Chairs shall not be included in the bid for this project.
4. **WARRANTY REQUIREMENTS**
   1. Each workstation shall be provided with a manufacturer warranty and an installer warranty.
   2. Warranty shall guarantee the workstation(s) will be free from defects in material and workmanship.
   3. Defects in material and workmanship shall be addressed within forty-eight (48) hours after notice.

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