



REQUEST FOR INFORMATION
CONSOLE FURNITURE
REPLACEMENT

For KITSAP 911

RFI #2023-1

**Release date: Friday,
December 1, 2023**

**Date Due: Tuesday, January 5, 2024 by
3:00 pm PST**

Purpose of RFI

Kitsap 911 is soliciting vendor information for the replacement and addition of dispatch console furniture. There are 18 consoles to be replaced and two consoles to be added. The requested information is to confirm Kitsap 911 cost estimates, implementation timeline, and available service providers that meet the needs of the project.

Request For Information (RFI) Only. This RFI is issued solely for information and planning purposes – it does not constitute a promise to issue an RFP in the future. This request for information does not commit Kitsap 911 to contract for any supply or service whatsoever. Further, Kitsap 911 is not at this time seeking submittals and will not accept unsolicited submittals. The RFI responders are advised that Kitsap 911 will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense.

Instructions to Respondents

Pre-Submittal Facility Tour

Prospective Respondents to this RFI may request a Pre-Submittal facility tour on a date and time to be scheduled with Kitsap 911 Deputy Director, Maria Jameson-Owens, via email at mjameso@kitsap911.org. Requests shall include the company name, contact name and title, and email address along with a list of additional personnel who plan to attend the facility tour.

Questions

Respondents may ask questions or receive clarification on any portion of this RFI. All questions must be submitted to Kitsap 911 Deputy Director, Maria Jameson-Owens, via email at mjameso@kitsap911.org with the subject line Subject Line: Kitsap 911 RFI #2023-1 Console Furniture Replacement. Respondents submit questions to KITSAP 911 by December 22 , 2023.

Submittal Deadline

Submittals are due to the KITSAP 911's Deputy Director of Operations no later than **Tuesday, January 5, 2024 at 3:00 PM PST**.

It is encouraged that responses be submitted by email. Emailed responses should include "KITSAP 911 RFI#2023-1 Console Furniture Replacement" in the subject line and be addressed to: mjameso@kitsap911.org. Emailed responses must be in PDF format and cannot exceed 150MB. As an alternate to email, responses can be shared through a cloud service provider of the respondent's choice or mailed or delivered to:

KITSAP 911
Attn: Maria Jameson-Owens, Console Furniture Replacement
911 Carver Street
Bremerton, WA 98312

Late submittals will not be considered.

Background- KITSAP 911 Introduction

Kitsap 911 was originally created in 1973 as Kitsap County Central Communications, a department of Kitsap County, governed as a joint board through an Interlocal Agreement. Kitsap 911 was formed as a Public Authority under RCW 35.21.730 through RWC 35.21.759 on April 25, 2016. Kitsap 911 is governed by thirteen elected officials representing Kitsap County, the Cities of Bainbridge Island, Bremerton, Port Orchard and Poulsbo and the Kitsap County Fire Commissioners Association. Kitsap 911 provides 24 hour, 365-day coverage to the entire county for 911 call receiving services and dispatch and serves all of Kitsap County Fire Departments, Police Departments, Tribal Agencies, Kitsap County, and others.

Kitsap 911 utilizes "dispatch console furniture" for its work. There are currently a total of 18 workstations. The current workstations house up to six monitors, three computers, two keyboards, two mice, one adder, one foot pedal, two jack boxes, two media docks (one radio and one phone), six speakers and other miscellaneous equipment. The current workstations are ergonomically adjustable. They can be raised and lowered with two different motorized actuation points; one controlling desk height and the other controlling keyboard surface height. Workstations contain limited functionality for creature comforts such as lighting and heating options as well.

The existing dispatch console furniture has been in use since 2005 and is well beyond its lifespan. Kitsap 911 is interested in replacing existing consoles and adding two to four new consoles with modern, updated equivalent options for workstations with an emphasis on service delivery and employee comfort. The completion date for the project is no later than December 31, 2024.

Submittal Instructions.

Responses should be prepared in a straightforward, concise manner. Emphasis should be on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled.

Respondents are required to submit one signed electronic version of the submittal by the deadline. This submission will serve as formal timestamp of receipt against the RFI deadline.

All materials provided to Kitsap 911 by Vendors are subject to Federal, State and Kitsap 911 public disclosure laws.

Letter of Submittal

Along with introductory remarks, the Letter of Submittal is to include the following information about the Vendor and any proposed subcontractors:

1. Name, Address, principal place of business, telephone number and email address of legal entity or individual with whom contract would be written.
2. Does your company participate in any of the following:
 - MRSC Yes No
 - WA State DES Contracts Yes No
 - NASPO Yes No
 - GSA Yes No

- Interlocal purchasing agreement with Kitsap County Yes No
4. Summary of your company's capabilities and experience in performing work similar to that described in the RFI.
 5. References for which your company has completed similar projects within the last two years.
 6. Is your company willing to provide an in person console demonstration and to leave the console in place at Kitsap 911 for no less than two weeks at a mutually agreed upon time?
 7. Suggested console layout option that optimize the available space. Additional components may be recommended to enhance the efficiency of the console positions where possible. An illustration of the current layout of the Communications Center is enclosed.
 8. Proposed schedule for installation of 20 consoles. The schedule must provide for lead time for the teardown and installation.
 9. Any other information you believe may be helpful, including marketing material, etc.

Appendix A- Current Floorplan