

Facility & Support Services

428 Western Avenue

Davenport, Iowa 52801-1004

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REQUEST FOR PROPOSALS

SCOTT COUNTY FACILITY & SUPPORT SERVICES

HIGH DENSITY FILING SYSTEM

PROJECT # FSS0303-01

Scott County Facility and Support Services is soliciting proposals for a high-density file storage system. This system will be used to store case files for the Clerk of Court on the lower level of the Scott County Courthouse Building. This project is part of the renovation project of the Courthouse Building.

Attached are general specifications for the system and a schematic diagram of the area where the system is intended. In addition, the successful vendor will be required to provide proof of insurance coverage for the installation work performed on-site. Specific insurance requirements follow the specification herein. Questions about this project may be directed to Scott County Facility and Support Services, Davenport, IA; (563) 326-8738. Contacts for this solicitation are Tammy Speidel and Dave Donovan.

Proposals for this project must be submitted by Friday, April 11, 2003 at 10:00 a.m. Proposals received after that time will not be considered. Proposals must be submitted to the following address and labeled as follows:

SEALED BID – Proj #FSS0303-01
Attn: Scott County Purchasing Division
428 Western Avenue
Davenport, Iowa 52801-1004

Faxed bids may be submitted at (563) 326-8246. Faxed bids must be received before the bid deadline. Faxed bids received after the deadline will not be considered. Scott County reserves the right to reject any or all bids. Receipt of faxed bids may be verified at (563) 326-8793.

Scott County further reserves the right to accept the best bid, not necessarily the lowest bid. All decisions of Scott County, Facility & Support Services and the Scott County Board of Supervisors are final and are not subject to appeal.

SPECIFICATIONS:

1. Vendor shall propose a room layout design for the filing system within the intended room. Maximize filing inches in the smallest possible layout, accounting for possible future growth and flexibility. Provide storage for the current need with a 15% growth allowance. Attached is a copy of the floor plan of the room that will receive the system. Overhead clearance in the room is 7'-6" clear. The room has one immovable column that must be accounted for in the room layout.
2. The high density filing system is intended for the side tab, closed shelving filing of letter and legal size file folders currently stored in vertical filing cabinets. OWNER will provide all file folders, tabs and labor necessary to convert the files to the new system. In addition, shelves to accommodate the horizontal storage of bound printout books must be included
3. The new system must provide the maximum amount of filing inches and at a minimum accommodate the current records outlined herein. Excess storage of both letter and legal size is desired. Currently, we are anticipating 13,160 filing inches of letter sized files and 15,120 filing inches of legal sized files. The following outlines the books currently stored:

Qty	Size in inches (L X W X thickness)	weight (avg. lbs.)
30	15.5 x 11 x 3.5	14.0
80	9.5 x 15 x 5	14.2
170	20 x 13.5 x 4	21.0
105	12 x 16 x 4.5	17.0

- Length specified is the bound end of each book series and must be stored outward. The system should accommodate storing books laying flat, two high per shelf with one inch clear space on all sides of EACH book. Several books may be stored on each shelf opening, laying flat, two high.
4. System must be mechanically assisted rail mounted mobile type with shelving for filing and book storage.
 5. System shall be installed on existing concrete floor surface. Vendor shall provide raised platform with integrated rails. Vendor will provide and install the platform of 5/8" (minimum) plywood and constructed with minimum floor deflection and maximum stability, even under heavy use. Platform edges at all entry points must be ramped to allow users to easily move wheeled stairs and carts into system aisles. All other platform edges must be closed to prevent the entry of dirt or other objects.
 6. Vendor shall ensure that rails are installed level and plumb to allow for ease of section movement. Rails shall be constructed of cold rolled steel or equivalent material.
 7. Each mobile unit must have a carriage of sufficient size and strength to accommodate 800 lbs. per square foot. Carriage frames must be constructed of cold rolled steel or equivalent material. Rubber bumpers must be mounted on the face of each carriage or mobile unit to provide for shock and stop absorption as units move.
 8. Movement of carriage units will be accomplished by a system of drive and load wheels which ride on the rails. All wheels must be self-aligning with lifetime sealed lubricated bearings of sufficient durability to accommodate the anticipated load. Wheels must be constructed of high-grade steel. Wheels must be mounted on solid steel shafts, securely retained with key ways or other method of retention. Drive

- mechanism shall be a crank wheel or equivalent. Crank wheel will transfer power through chains and sprockets to drive wheels. Crank wheel shall be easy to operate with limited force required to move carriages even fully loaded. Crank wheel shall be mounted using a shaft or flange and sealed bearings. All sprockets must be one piece, constructed of cold rolled steel or equivalent.
9. Provide one 42" (approximate) aisle minimum for each 5 carriages.
 10. The filing system must have a safety locking mechanism to prevent the movement of units while an aisle is occupied. This can be accomplished via a locking arm or other device.
 11. Shelving units must be four post, with a welded steel frame. They must allow for vertical shelf adjustment at least every two inches. Frame must be 18 gauge or thicker steel.
 12. Shelves shall be a structural configuration, folded steel, minimum 18 gauge. Must be capable of supporting at least 250 lbs. per shelf unit. Provide appropriate shelf spacing for each shelf unit/carriage combination to accommodate storage needs and to maximize storage.
 13. Provide laminate clad end panels for each carriage / shelving unit.
 14. Provide fixed, free standing shelving units and accessories as necessary to maximize filing inches in the proposed room and layout.
 15. Vendor shall include all parts, labor and materials to deliver, store, handle and install a complete system to the complete satisfaction of Scott County Facility and Support Services Department.
 16. Maintain ADA accessibility into the filing room.
 17. Provide sway braces and anti-tip devices for each carriage / shelving unit.
 18. System must have a five year parts and labor warranty on the entire system including carriages, shelving, drive mechanism, track and installation.
 19. Delivery and installation of the system must be completed within 8 weeks of award of bid, sooner if possible. Award of bid will occur on April 25, 2001.
 20. Provide complete information about the proposed system with your bid. Indicate any areas where the proposed system does not meet the specification and explain why the proposed system meets the needs of Scott County. Provide catalog cut-sheets and the proposed layout of the room.

INSURANCE REQUIREMENTS:

The Contractor shall have in force during the period of this contract, insurance as listed below:

- A. Bodily Injury and Property Damage Insurance: The CONTRACTOR shall take out and maintain during this contract, bodily injury and property damage liability insurance under a comprehensive general form and automobile injury and property damage insurance under a comprehensive general form.

The required limits of this insurance shall not be less than:

General Liability:

Personal Injury - each person	\$1,000,000
Personal Injury - each occurrence	\$1,000,000
Personal Injury - Aggregate	\$1,000,000
Personal Damage - each occurrence including Broadform Liability Extension	\$1,000,000

Automobile Liability - Owner, Non-Owned and Hired
Vehicles:

Personal Injury - each person	\$1,000,000
Personal Injury - each occurrence	\$1,000,000
Personal Damage - each occurrence	\$1,000,000

The above insurance shall cover the contractor's employees, the public and Scott County employees while in the buildings and on the grounds of Scott County.

- B. **Certificates of Insurance:** The CONTRACTOR shall deliver to **Facility & Support Services, Scott County Courthouse**, certificates of insurance covering all above insurance in duplicate **before starting project**. Such certificates shall provide ten days prior notice by registered mail of any material change in or cancellation of this insurance.
- C. **Contractual Liability Insurance:** The CONTRACTOR shall take out and maintain during this contract, liability insurance.
- D. **Products and completed Operations Liability Insurance:** The CONTRACTOR shall also take out Products and Completed Operations Liability Insurance of limits not less than any of the above limits specified in these qualifications.
- E. **Workmen's Compensation and Employer's Liability:**
- (1) The CONTRACTOR shall maintain during this contract, the statutory workmen's compensation and employer's liability insurance for all his employees to be engaged in the maintenance work under the contract.
 - (2) The amount of Employer's Liability Insurance shall not be less than One Million (\$1,000,000).

INDEMNIFICATION:

- A. To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless the Owner and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the WORK, provided that any such claim damage, loss or expense (1) is attributed to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than the WORK itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by

any negligent act or omission of the CONTRACTOR and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce and otherwise exist as to any party or person described in this paragraph.

- B. In any and all claims against the Owner or any of their agents or employees by any employee of the CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.