NORTHEAST GEORGIA REGIONAL COMMISSION/ WORKFORCE INVESTMENT BOARD

REQUEST FOR PROPOSAL

Mobile Career Resource Center/Computer Lab Unit

Overview

The Northeast Georgia Workforce Investment Board provides WIA funded services for a twelve county area including: Barrow, Clarke, Elbert, Greene, Jackson, Jasper, Madison, Morgan, Newton, Oconee, Oglethorpe and Walton counties. The Northeast Georgia Regional Commission is the Administrative Entity and provides staff for the Northeast Georgia Workforce Board. NEGWIB partners with business, education, labor and community organizations to provide regional economic/workforce development services throughout the 12 county region.

NEGRC announces the solicitation of bids for the delivery of up to two turnkey Mobile Career Resource Center/Computer Lab Units to 305 Research Drive, Athens, Georgia 30605. This units will be designed to provide state-of-the-art computer and multi-media technology in support of assessment, career exploration, training and meeting activities for the Workforce Investment Act (WIA) twelve county area, as well as partner activities throughout the region. The mobile units will be used to provide response to Rapid Response for business closings or downsizing, expansion of services to businesses and individuals in their own counties, youth programs, and collaboration and resource leveraging within the region for economic development.

Envisioned Utilization of Units

The Mobile Career Resource Center/Computer Labs are envisioned as an opportunity to expand the scope of services and geographic regional outreach, serving businesses, community organizations and the workforce in their own communities.

Services to Business and Community Organizations may include:

- Rapid Response activities in conjunction with GDOL for layoffs/closures
- Employee recruitment for existing or new business openings
- Job Fairs
- Onsite program recruitment for specialized grant activities
- Software tutorials
- Candidate assessment and /or screening
- Labor Market Information
- Staff development
- Incumbent worker training

New and existing Workforce customers will be served through a variety of core and intensive services:

- Career exploration and advisement
- Skills assessment
- Job search assistance
- Internet/computer training
- Resume preparation assistance
- Workshops to support job search activities
- Job training
- Youth services
- Veterans services
- Entrepreneur resources
- GED instruction and vocational preparation

Activation of these mobile units will establish connectivity and collaboration enhancement between the NEGWIB, GDOL, local chambers of commerce and economic development agencies and community organizations

Scope of Service

Overall requirements and specifications for mobile units are attached as **Exhibit A** and provide the scope of service expected from the vendor. There are specifications listed for both size units. Present costs for each unit separately as one may be selected or both may be selected.

Trade-in of two 32'Computer Labs

NEGRC has two 32' computer mobile units, one purchased new in 1994 and one in 1995. One is equipped with 6 work stations and one is equipped with 10 work stations. Both are equipped with satellite dish capability and are ADA compliant. NEGRC is interested in trading these units on new units. There is a question on Exhibit B regarding this.

Proposal Guidelines

This request is governed by NEGRC Equipment Acquisition guidelines.

The best-value approach will be a determination of the bid award. The proposals are due by end of business day May 13, 2011 with anticipated award on May 20, 2011 and delivery of unit anticipated no later than June 30, 2011.

Please send proposal to:

Carol Rayburn Cofer,
Workforce Development Director
NEGRC
305 Research Drive
Athens, Georgia 30605

Proposal must clearly address all specifications outlined in Exhibit A and include the following:

1. Name of Organization and any sub contractors
2. Point of contact (name, title, phone)
3. Qualification and technical competence of vendor and /or subcontractor in type of work required.
4. Description of experience on similar projects and reference of at least two mobile units they have customized within the last 5 years and are currently still in use. Reference must include contact name and phone number.
5. Proposed schedule and time line for deliverables
6. Specification Response Form
7. Proposed Budget (Exhibit B)

Additional information should not be required in order to respond to this RFP. However, technical questions may be submitted to Carol Rayburn Cofer, in writing, via e-mail at crayburn@negrc.org or **faxed** to Carol Rayburn Cofer at 706-583-2843 to be received no later than noon on May 4, 2011. All questions and responses will be posted on the NEGRC website www.negrc.org no later than 5:00 PM May 5, 2011.

Specification Response Form

Describe the specifications you will provide and any improvements, changes or exceptions beyond the minimum specifications outlined in the RFP.
(Prepare one for each unit proposed)

Chassis, Coach and Overall Dimensions
Engine/Transmission
Electrical
Vehicle Features (alternator, batteries, brakes, bumpers, GVWR Weight, fuel tank, lights, tires/wheels, undercoating, and DOT specifications)
Exterior Features (awning, doors, lighting, mirrors, paint, steps, storage)
Interior Features (AC/Heating, flooring, lighting, safety devises, storage, wooden furnishings)
ADA (accessibility equipment)
Workstations/Learning Lab (detailed specifications for design, construction and furnishings, and interface)
Driver's Compartment
Conference Area (detailed specifications on design/construction)
Audio Visual/Sound
Security System
Internet/Intranet Telecommunications
Warranty
Trade-In

NORTHEAST GEORGIA REGIONAL COMMISSION

REQUEST FOR PROPOSAL

Mobile Career Resource Center/Computer Lab Unit (Larger Unit)
Exhibit A

MINIMUM SPECIFICATIONS

This specification is for the development of a Mobile Career Resource Center /Computer Training Lab for NEGRC/WIB. This lab will include one instructor console, at least ten student work stations operating in a networked computer environment that includes an integrated sound and visual display system. The lab will be capable of running off of its own generator or it can be connected to an external power source. A semi-private conference area with bench seating and removable table will be included in design for interviewing and counseling.

Vendor should provide for basic driver training as well as standard operational checklist. A supply source for factory-approved mechanical service in the Athens/Atlanta area is required.

Chassis, Coach and Overall Dimensions

The chassis exterior should be approximately:

Width:	Interior	no less than 96” wall to wall
	Exterior	no more than 102”
Height:	Interior	no less than 84”
	Exterior	no more than 155” with AC unit
Length	Exterior	No more than 40’

Rear wheel wells may not intrude into main interior space. Hydraulic leveling system will be included for vehicle stabilization when parked. The exterior shall be designed to be as aerodynamic as possible. Vendor should state in bid document the materials that will be used as outer skin.

Vehicle should be equipped with a heavy duty towing package front and rear.

Engine, Transmission

The engine transmission should fulfill the following minimum requirements:

- High Performance Engine with a minimum 250HP.
- Minimum 5 speed automatic with overdrive transmission.

- Gas or Diesel –vehicle and generator fuel type to match
- Heated Fuel/water separator as applicable

Electrical

Two on-board generators with a minimum of 240 VAC. 60 AMP service per generator are preferred. Generators should be rated to operate at minimum capacity for no less than 8 hours with a system to prevent depletion of chassis fuel tank(s). One generator should be wired for Stand By. Generator control will be located in interior of unit. Other generator configurations will be considered if submitted in the bid documents and detailed as to design safeguards for backup and optimum efficiency.

Transformers and/or voltage converters to power all computer workstations, including instructor console and 1 network server with 120 VAC single phase. Filtered and surge-protected power is required.

A service line 'umbilical cord" at least 36 foot long is to be provided to allow mobile unit to be powered from land based power source. An in-line voltage regulator isolator/filter is required for the land line umbilical cord.

Vehicle Features

Front and rear bumpers with license plate brackets are required. Molded bumpers are desirable.

Undercoating of floor, skirts and wheelhouses.

Quartz Halogen headlights are required.

All glass should be automotive strength and tinted.

Brakes should be heavy duty air brakes or front and rear disc breaks with ABS (anti-locking system).

Vehicle should have all switches, door locks, turn signals, driving lights, and docking lights installed and in compliance with Department of Transportation (DOT) specifications.

Exterior Features

A minimum of two entrance doors will be required, one in front and one in rear of unit. Rear door will be wheel chair accessible with a single full platform lift compliant with ADA. The unit may have optional third door for wheelchair accessibility. All doors should be positioned to open forward. There will be exterior grab rails at each door.

A patio style awning should be placed down the length (or specified portion thereof) of the curb side of the coach.

The exterior lighting is to permit full illumination of the coach perimeter. Adequate lighting to permit limited use during dusk/night as well as vehicle security is required. The exterior lighting is to include patio light, utility light, step light, driving lamps, and docking lights. The exterior lighting should be tied to the vehicle security system to turn on at alarm.

Heavy duty automatic steps should be included for the vehicle entrance doors. Steps should be capable of being stored inside or underneath the vehicle while not in use and of such design to accommodate heavy use.

Exterior storage compartment(s) for batteries and service line with locks.

The exterior body graphics and paint specifications will be supplied after bid award. Bid should include basic exterior paint package. Please see Exhibit B for exterior package estimates.

Interior Features

This mobile unit will not have either lavatory amenities or kitchen facilities.
A minimum of two roof mounted air conditioning units are required. The units should be rated at a combined minimum capacity of 40,000 BTU. A minimum of four electric baseboard heaters (120 volt) with internal thermostats are to be mounted near floor level of interior cabin. Other heating and air system configurations will be considered if submitted in the bid documents

There should be a master switch for light fixtures. This includes a two way switch with one switch near the main door with a second switch at the instructor workstation. A master switch to turn on/off power to all student workstations should also be located at the instructor workstation.

All interior storage compartments must be lockable and keyed alike.

The floor material for the classroom compartment is to be similar in appearance to hardwood floor. This may be actual hardwood flooring, or a plywood material with an upper veneered surface designed to look like hardwood flooring. The flooring should be coated for maximum durability. A durable commercial grade carpet type material may be an acceptable option.

Minimum interior lighting will be 110 volt recessed overhead double tube fluorescent fixtures installed the full length of the interior roof.

All wooden furnishings are to be made from either Oak, Maple or Birch woods, including furniture grade Oak, Maple or Birch veneered plywood. Counter tops for student desk area may be laminate with molding on all edges. Cabinets for workstations will include sound deadening fabric with class1 fire rating, hidden hinges, and keyed alike cylinder locks.

Smoke and carbon monoxide detectors /alarms and surface mounted fire extinguishers (2).

ADA Considerations

The classroom should be wheelchair accessible. A full platform wheelchair lift is required.

At least one student computer workstation must be wheelchair accessible with adjustable height keyboard tray or table top.

Computer Workstations / Learning Lab

Lab area will contain a minimum of 10 (up to 12 if space is available) student computer workstations and 1 instructor computer console. Student workstations facing front or rear of vehicle are acceptable. The instructor workstation must be oriented so that instructor faces students. All student workstations should be of an ergonomic design. The instructor workstation may be of desk type design if necessary. All corners of workstations and coach interior components will require ample rounded corners to prevent injury to students and instructor while moving through classroom space.

All workstations will be securely attached to wall and have cabinetry for equipment storage. Each monitor/computer will be secured to the workstation. NEGRC/WIB will coordinate with the vendor to determine exact workstation design and provide a monitor/computer model to the vehicle fabricator in order to finalize workstation design.

Pre-wiring will include CAT 6 outlets and wiring at each desk that will terminate to a Patch Panel

in server cabinet. Panel must include a minimum of one spare port. Details will be resolved with the vehicle fabricator. All cabling will be contained and accessible.

The instructor workstation will include a control center with access to all equipment controls: lights, power switches for computers, VCR remote, and network server computer. Controls may be mounted on the instructor workstation and/or the adjacent walls.

A storage closet/cabinet with ventilation near the instructor workstation will house the network server equipment, DVD / VCR, additional drives, backup computers, printers, scanner, class materials and handouts.

Seating for all workstations will be provided and be cloth covered foam padded seating, treated with stain guard. Seating color schemes will be decided by NEGRC/WIB in close coordination with vehicle fabricator. Seating may be wheeled but will include option for lockdown when in transit. Seating for all workstations will be based upon a standard medium to high end office chair with manual tilt adjustment, height adjustment and lumbar support.

Driver's Compartment

One driver's chair is required and have lumbar support, multiple adjustable recline mechanism, multi-position armrest and three-point shoulder and lap seat belts. Design may include co-pilot or additional DOT compliant additional seating for use while unit is traveling.

At a minimum, the following features should be available:

Automotive A/C with defrost and bi-Ievel function.

Vinyl padded dashboard, with glove box.

Carpeting in driver's compartment, with floor mats.

Auxiliary defrost fans.

AM/FM Radio with CD player, minimum 4 speakers.

Map pockets.

Exterior powered mirrors with remote controls on both sides of coach.

Sun visors.

Cruise control

Full instrument panel, with 12 volt receptacle and lighter.

Full curtain solar/privacy barrier that can be drawn around inside of windshield to prevent heat buildup and sun glare in driver's compartment.

Conference Area

A conference area with bench seating and removable table will be integrated into plan to allow for a semi-private interview, counseling area. Accordion door for privacy if possible.

Additional Equipment

Audio Visual/Sound

Flat screen plasma monitor – minimum 42" with ceiling mount, networked to overhead speakers, computer system and DVD/VCR

Ceiling mounted speakers with lavaliere and hand held microphones

Security System — On-board security system, main access in driver's compartment. Secondary security system shut off near main door. The performance requirements of vehicle security system will be developed with vehicle fabricator and alarm manufacturer.

Internet / Intranet Telecommunications

Cellular router system, supported by at least three (3) wireless carrier networks, connected to all computers

Land line phone system with internal jack (location TBD)

Complete 2 Way Broadband Wireless Internet Satellite System to include:

Self-storing roof mounted satellite dish

Concealed Cabling

iNetVu Software

Systems above must be internally wired to Ethernet LAN for a maximum of 12

workstations, file server and instructor console.

Exterior

Exterior graphics package, full wrap and paint

Warranty

Vehicle

Technical Equipment

Optional Equipment to be considered.

Rearview Camera System built into dash to provide assist in backing up vehicle.

SPECIFICATIONS FOR SMALLER UNIT

This specification is for the development of a Mobile Career Resource Center /Computer Training Lab for NEGRC/WIB. This lab will include one instructor console, at least six student work stations operating in a networked computer environment that includes an integrated sound and visual display system. The lab will be capable of running off of its own generator or it can be connected to an external power source.

Vendor should provide for basic driver training as well as standard operational checklist. A supply source for factory-approved mechanical service in the Athens/Atlanta area is required.

Chassis, Coach and Overall Dimensions Smaller Unit with 6 work stations

The chassis exterior should be approximately:

Width:	Interior	dimensions in proportion no more than 26' length exterior
	Exterior	dimensions in proportion no more than 26' length exterior
Height:	Interior	dimensions in proportion no more than 26' length exterior
	Exterior	dimensions in proportion no more than 26' length exterior
Length	Exterior	No more than 26'

Rear wheel wells may not intrude into main interior space. Hydraulic leveling system will be included for vehicle stabilization when parked. The exterior shall be designed to be as aerodynamic as possible. Vendor should state in bid document the materials that will be used as outer skin.

Vehicle should be equipped with a heavy duty towing package front and rear.

Engine, Transmission

The engine transmission should fulfill the following minimum requirements:

- High Performance Engine with a minimum 250HP.
- Minimum 5 speed automatic with overdrive transmission.
- Gas or Diesel –vehicle and generator fuel type to match
- Heated Fuel/water separator as applicable

Electrical

Two on-board generators with a minimum of 240 VAC. 60 AMP service per generator are preferred. Generators should be rated to operate at minimum capacity for no less than 8 hours

with a system to prevent depletion of chassis fuel tank(s). One generator should be wired for Stand By. Generator control will be located in interior of unit. Other generator configurations will be considered if submitted in the bid documents and detailed as to design safeguards for backup and optimum efficiency.

Transformers and/or voltage converters to power all computer workstations, including instructor console and 1 network server with 120 VAC single phase. Filtered and surge-protected power is required.

A service line 'umbilical cord" at least 36 foot long is to be provided to allow mobile unit to be powered from land based power source. An in-line voltage regulator isolator/filter is required for the land line umbilical cord.

Vehicle Features

Front and rear bumpers with license plate brackets are required. Molded bumpers are desirable.

Undercoating of floor, skirts and wheelhouses.

Quartz Halogen headlights are required.

All glass should be automotive strength and tinted.

Brakes should be heavy duty air brakes or front and rear disc breaks with ABS (anti-locking system).

Vehicle should have all switches, door locks, turn signals, driving lights, and docking lights installed and in compliance with Department of Transportation (DOT) specifications.

Exterior Features

A minimum of two entrance doors will be required, one in front and one in rear of unit. Rear door will be wheel chair accessible with a single full platform lift compliant with ADA. The unit may have optional third door for wheelchair accessibility. All doors should be positioned to open forward. There will be exterior grab rails at each door.

A patio style awning should be placed down the length (or specified portion thereof) of the curb side of the coach.

The exterior lighting is to permit full illumination of the coach perimeter. Adequate lighting to permit limited use during dusk/night as well as vehicle security is required. The exterior lighting is to include patio light, utility light, step light, driving lamps, and docking lights. The exterior lighting should be tied to the vehicle security system to turn on at alarm.

Heavy duty automatic steps should be included for the vehicle entrance doors. Steps should be capable of being stored inside or underneath the vehicle while not in use and of such design to accommodate heavy use.

Exterior storage compartment(s) for batteries and service line with locks.

The exterior body graphics and paint specifications will be supplied after bid award. Bid should include basic exterior paint package. Please see Exhibit B for exterior package estimates.

Interior Features

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There should be a master switch for light fixtures. This includes a two way switch with one switch near the main door with a second switch at the instructor workstation. A master switch to turn on/off power to all student workstations should also be located at the instructor workstation.

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The floor material for the classroom compartment is to be similar in appearance to hardwood floor. This may be actual hardwood flooring, or a plywood material with an upper veneered surface designed to look like hardwood flooring. The flooring should be coated for maximum durability. A durable commercial grade carpet type material may be an acceptable option.

Minimum interior lighting will be 110 volt recessed overhead double tube fluorescent fixtures installed the full length of the interior roof.

All wooden furnishings are to be made from either Oak, Maple or Birch woods, including

furniture grade Oak, Maple or Birch veneered plywood. Counter tops for student desk area may be laminate with molding on all edges. Cabinets for workstations will include sound deadening fabric with class1 fire rating, hidden hinges, and keyed alike cylinder locks.

Smoke and carbon monoxide detectors /alarms and surface mounted fire extinguishers (2).

ADA Considerations

The classroom should be wheelchair accessible. A full platform wheelchair lift is required.

At least one student computer workstation must be wheelchair accessible with adjustable height keyboard tray or table top.

Computer Workstations / Learning Lab

Lab area will contain a minimum of six student computer workstations and 1 instructor computer console. Student workstations facing front or rear of vehicle are acceptable. The instructor workstation must be oriented so that instructor faces students. All student workstations should be of an ergonomic design. The instructor workstation may be of desk type design if necessary. All corners of workstations and coach interior components will require ample rounded corners to prevent injury to students and instructor while moving through classroom space.

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The instructor workstation will include a control center with access to all equipment controls: lights, power switches for computers, VCR remote, and network server computer. Controls may be mounted on the instructor workstation and/or the adjacent walls.

A storage closet/cabinet with ventilation near the instructor workstation will house the network server equipment, DVD / VCR, additional drives, backup computers, printers, scanner, class materials and handouts.

Seating for all workstations will be provided and be cloth covered foam padded seating, treated with stain guard. Seating color schemes will be decided by NEGRC/WIB in close coordination with vehicle fabricator. Seating may be wheeled but will include option for lockdown when in transit. Seating for all workstations will be based upon a standard medium to high end office chair with manual tilt adjustment, height adjustment and lumbar support.

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One driver's chair is required and have lumbar support, multiple adjustable recline mechanism, multi-position armrest and three-point shoulder and lap seat belts. Design may include co-pilot or additional DOT compliant additional seating for use while unit is traveling.

At a minimum, the following features should be available:

Automotive A/C with defrost and bi-Ievel function.

Vinyl padded dashboard, with glove box.

Carpeting in driver's compartment, with floor mats.

Auxiliary defrost fans.

AM/FM Radio with CD player, minimum 4 speakers.

Map pockets.

Exterior powered mirrors with remote controls on both sides of coach.

Sun visors.

Cruise control

Full instrument panel, with 12 volt receptacle and lighter.

Full curtain solar/privacy barrier that can be drawn around inside of windshield to prevent heat buildup and sun glare in driver's compartment.

Additional Equipment

Audio Visual/Sound

Flat screen plasma monitor – minimum 42" with ceiling mount, networked to overhead speakers, computer system and DVD/VCR

Ceiling mounted speakers with lavaliere and hand held microphones

Security System — On-board security system, main access in driver's compartment. Secondary security system shut off near main door. The performance requirements of vehicle security system will be developed with vehicle fabricator and alarm manufacturer.

Internet / Intranet Telecommunications

Cellular router system, supported by at least three (3) wireless carrier networks, connected to all computers

Land line phone system with internal jack (location TBD)

Complete 2 Way Broadband Wireless Internet Satellite System to include:

Self-storing roof mounted satellite dish

Concealed Cabling

iNetVu Software

Systems above must be internally wired to Ethernet LAN for a maximum of 12 workstations, file server and instructor console.

Exterior

Exterior graphics package, full wrap and paint

Warranty

Vehicle

Technical Equipment

Optional Equipment to be considered.

Rearview Camera System built into dash to provide assist in backing up vehicle.

Other Information

Should any of the above specifications not be in keeping with the smaller unit design, the bidder should indicate that in the proposal and propose a viable option for consideration.

EXHIBIT B

Proposed Project Budget
(Prepare a Separate Budget for each Unit Proposed)

1.	Direct Labor (List by position all professional personnel participating in this project)	Estimated Hours	Rate/Hr	Total Est. Cost
	Total Direct Labor			**$_____**
2.	Overhead Cost (overhead percentage rate) x (total direct labor)			
	Total Overhead			**$_____**
3.	Other Direct Costs (List other items and basis for computing cost for each. Examples include computer services, equipment, etc.)			
	Total Other Direct Costs			**$_____**
4.	Subcontracts (For each, list identity, purpose and rate)			
	Total Subcontracts			**$_____**
5.	Travel a. Travel by common carrier from/to the ARC offices. (List number of trips and economy class airfare, plus taxi and shuttle fares, etc.) b. Travel by private automobile within ARC area (List number of days x rate)			
	Total Travel			**$_____**
6.	Trade-in of two 32" mobile units. Will the bidder accept a trade-in? Yes____ No_____ (Trade-in value will be negotiated)			
7.	Profit (Percentage rate x basis)			
	Total Profit			**$_____**
	Total Estimated Cost and Profit			**$_____**