



## Addendum No. 1

City of Coquitlam

RFP No. 25-064

### Public Safety Building - Operational Communications Centre Desks

Issue Date: May 12, 2025

Total Page Count: 7

Proponents shall note the following amendments to the RFP documents:

#### REPLACE

##### R1) REPLACE

The following dates have been extended as part of an extension request.  
The entirety of "Key Dates" is replaced with the following:

#### KEY DATES

<b>RFP Issue Date</b>	<b>Wednesday, April 30, 2025</b>
<b>Deadline for Questions</b> Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFP name and number.	<b>2:00 PM (local time)</b> <b>Friday, May 16, 2025</b>
<b>Deadline for Issuing Addenda</b>	<b>Wednesday, May 21, 2025</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time)</b> <b>Wednesday, May 28, 2025</b>

#### QUESTIONS AND CLARIFICATIONS

- Q1. What are the PC/equipment requirements for each type of console? This would significantly affect the design of the console.
- A1. **All consoles will have full size tower computers. The 3 dispatch desks will have 2 full size tower computers and dispatch units on top of the desks which are the size of a regular desktop computer.**
- Q2. What are the monitor sizes and configuration for different types of consoles? This would help us figure out the overall size of the consoles.
- A2. **Standard desk setup is 3-34" widescreen monitors, See Figure 1 and 2 of existing included for reference but are open to recommendations. The City may be adding 2-24" monitors in addition to what already exists. The radio room, switchboard and trainer desks will have 2-24" monitors each**

Q3. Please describe all the equipment that is housed on each desk.

- a) Switches
- b) Phone system
- c) Is everything in the Server Room?

**A3. See A2 above**

**a) There are no switches**

**b) Phone System:**

- all call taker and Dispatch desks use Komutel Softphone (no handset)
- Constable & Switchboard desks use Cisco IP 8800 series phone set
- Dispatch desks in both rooms will also have Cisco phone sets

Q4. Monitors – Will any of the monitors be stacked or will they be a single level?

**A4. Open to various options based on desk capabilities. Stacking will be necessary to accommodate three 34-inch widescreen monitors.**

Q5. Please outline the monitor numbers and configurations on the Desks:

**A5. Current Configuration is:**

**a. Radio Room**

- i. Dispatch; 4-5
- ii. Call Takers; 3-4
- iii. Constable; 2
- iv. Switchboard; 2

**b. Breakout room 446**

- i. Dispatch; 4-5
- ii. Call Takers; 3-4
- iii. Trainer; 2

Q6. Are you reusing the equipment (Monitors, PC's, Switches) from the old desks or are you providing new equipment?

**A6. All equipment will be re-used, no new equipment**

Q7. Will IT be dismantling the existing equipment on the old desks?

**A7. Yes, IT will be relocating the existing equipment prior to project start date**

Q8. Since the desks are going to be in different locations in the rooms, are we required to move any electrical lines where an electrical contractor is required?

**A8. City Staff will coordinate required electrical contractor**

Q9. Please outline if any other work being done in the room during the dates of September 8th to September 26th. (e.g. Painting, flooring, electrical, ...)

**A9. No, all work is projected to be completed prior to these dates.**

Q10. Describe the structure of the existing desks (wood, metal). Can you provide the make and model? This will aid us in understanding recycling requirements. Can you provide any pictures of them?

**A10. Existing desks are Evans consoles Wood/metal, model unknown purchased approx. 2007/2008. See Figure 1 and 2.**

Q11. Are heating systems and cooling fans required on all 11 desks?

**A11. Required for Radio Room Dispatch Desks (3) Radio Room Call Takers Desks (3), preferred but not required for Call Taker & Dispatch Desks in Room 446.**

Q12. Does the additional workspace areas outlined in Appendix A (shaded in dark) need to be height-adjustable or at a fixed height?

- a. Our suggestion would be:
  - i. Right Side Dispatch Desk 1 height adjustable with the remainder of the desk
  - ii. Left Side Dispatch Desk 2 and Desk 3 height adjustable with the remainder of the desk
  - iii. Communal Workspace between Desk 1 and Desk 2 to remain at a fixed sitting desk height

**A12. The City is open to this suggestion.**

Q13. Q14. Could you please provide the delivery address?

**A13. The site address is 2986 Guildford Way, Coquitlam. Loading bay access at rear of building off Burlington Drive**

Q14. Could you please describe if there is any loading zone or is there street parking?

- a. If loading zone, is there a dock or lift?
- b. Is there any height restrictions?
- c. Is there any limits to the doorway from the loading zone?
- d. Can this site accommodate a 53' trailer?
- e. Does the loading zone need to be booked in advance?

**A14. Loading zone and street parking**

- a. **No dock or lift, tailgate lift required**
- b. **No height restrictions**
- c. **No**
- d. **Yes, this site can accommodate a 53' trailer**
- e. **The loading zone does not need to be booked in advance, however coordination is required. Uncommunicated deliveries may not be accepted.**

Q15. Is there a specification list?

**A15. There is no specification list, existing desks are Evans Console; proposed products to meet or exceed current product.**

Q16. Desk Style Preference: Is a linear or corner-style desk preferred for the Radio Room Constable and Switch Board positions?

**A16. Linear and smaller than Call Taker**

Q17. Independent Keyboard/Monitor Surfaces: Can you confirm if independent keyboard and monitor surfaces are required for the smaller console desks, including those for the Radio Room Constable, Switch Board, and Training positions?

**A17. Not required.**

Q18. Desk Shape for Smaller Consoles: Are the smaller console desks (Radio Room Constable, Switch Board, Training) preferred to be straight or corner V-shaped?

**A18. Straight.**

Q19. Constable Desk Location: Can you clarify the preferred location of the Constable desk within the Radio Room?

**A19. Preferred closer to entry door in corner**

Q20. Shelving Clarification: Regarding the scope of services, can you clarify the statement: "low shelving/storage below windows"?

**A20. Low bookshelf or storage cabinet, two (2) high so not to block the window or natural light**

Q21. Appendix A Workspaces: For the four additional workspaces shown beside Dispatch and the Dispatch Supervisor in Appendix A (drawn in black), can you specify their intended use (e.g., personal storage, technical storage, stationery storage, or open work surfaces)?

**A21. Additional workspace w/ storage below for various use.**

Q22. Electrical Outlets: How many electrical circuits/outlets are available on-site for each desk?

**A22. The City will have access to as many circuits as needed, utilizing both the full subpanel located in the server room and the existing circuits beneath the floor.**

Q23. Elevator Access: Will an elevator be available for use during furniture removal and installation?

**A23. Yes, there will be an available elevator.**

Q24. On-site Dumpster: Is there available outdoor space for a large on-site dumpster?

**A24. This could be accommodated however the preference would be daily garbage removal.**

Q25. Award Date: What is the anticipated award date for this project?

**A25. The City anticipates an award date Mid-June**

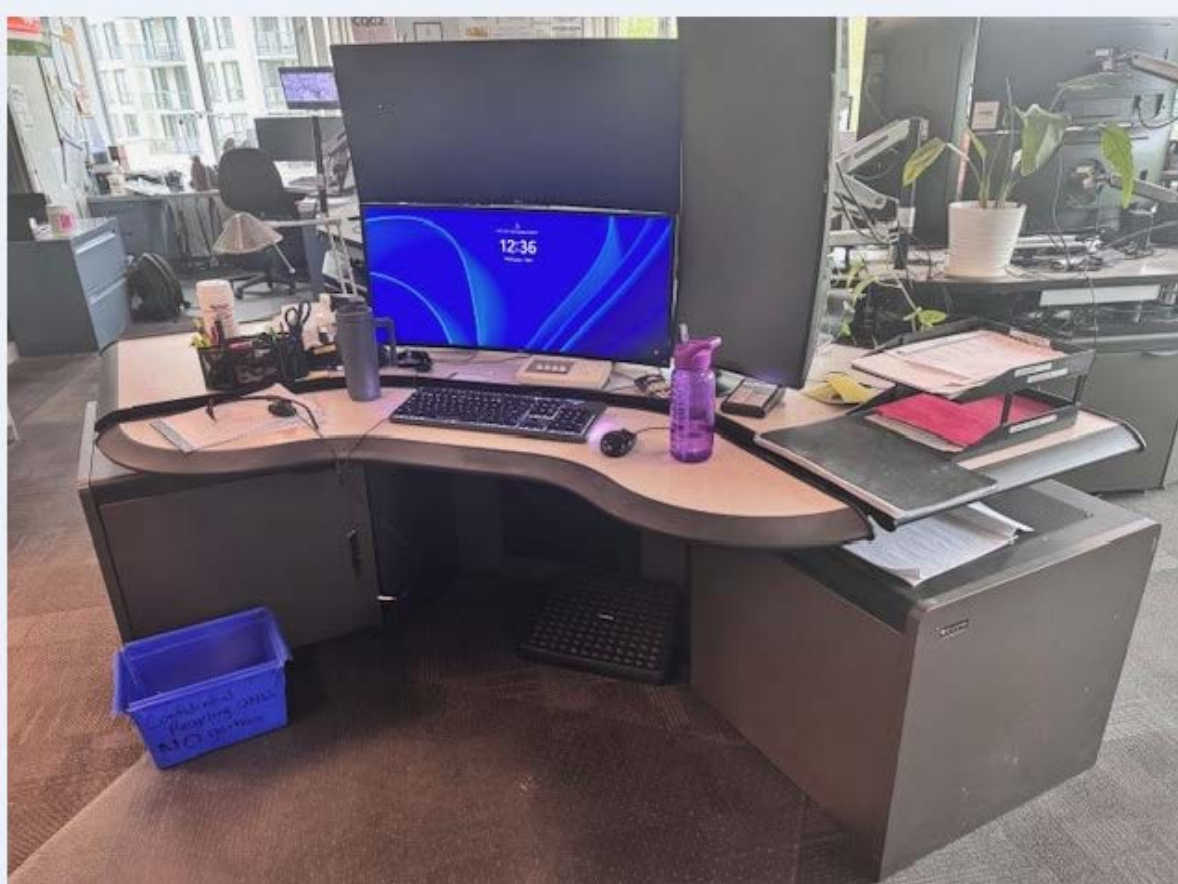
Q26. Room Access Timeline: Under Section 4.7 of the project timeline, will the room be free and clear from September 8 to September 30?

**A26. Yes, at this time the City anticipates the room to be free and clear for the project timeline.**

Q27. Data/Electrical Re-routing: Will electrical and data services be re-routed within the raised access flooring to suit the new layout as per the awarded vendor's coordination and final floor plan?

**A27. Yes, electrical and data services will re-routed as required, City staff will coordinate with successful Proponent and contractors**

**Figure 1**



**Figure 2**



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***End of Addendum No. 1***

Proponents take into account the content of this Addendum in the preparation and submission of the Proposal which will form part of the Contract and should be acknowledged on the Proposal Submission Form.

Upon submitting a Proposal, Proponents are deemed to have received all addenda that are issued and posted on the City's website and considered the information for inclusion in the Proposal Submission.

*Issued by:*

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