



**REQUEST FOR PROPOSALS
RFP #12/13-12**

**DATES CHANGED ON 12/13/13.
SEE PAGE 5 OR OUR ONLINE Q&A SECTION.**

**PALM BEACH STATE COLLEGE
DISTRICT SECURITY – SURVEILLANCE CAMERA INITIATIVE
PROJECT#: 00-0001-CMRA-2013**

**ISSUANCE DATE
November 17, 2013**

KEY INFORMATION SHEET

RFP ISSUANCE DATE:

NOVEMBER 17, 2013

PROCUREMENT CONTACT:

Jodi Hart

Purchasing Director

Palm Beach State College

Phone: 561-868-3465

Office: 4200 Congress Avenue

MS 27, Building PS 100

Lake Worth, FL 33461

email: purchasing@palmbeachstate.edu

NOTE: In order to properly respond to this bid, please send an email to purchasing@palmbeachstate.edu to request additional required documentation.

DEADLINE FOR QUESTIONS:

DECEMBER 12, 2013

PROPOSALS DUE DATE:

~~JANUARY 7, 2014~~ JAN 27, 2014

[\(see Sequence of Events date changes\)](#)

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SECTION I - INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

Palm Beach State College is requesting proposals from qualified Vendors with demonstrated experience and thorough knowledge of providing a turn-key video surveillance system. Vendors shall include provision of equipment, installation, configuration, testing and provision of documentation as described more fully in this RFP. Vendors are encouraged to read this RFP carefully and to submit proposals detailing their product, design approach and price offering to fulfill the requirements outlined in this RFP.

The information within this RFP is intended to provide the Vendor sufficient information to submit a proposal response based on their specific products supported. The Vendor is responsible to implement, configure and validate that the network based video surveillance system will perform as required.

B. BACKGROUND/SUMMARY SCOPE OF WORK

1. Background - Serving more than 52,000 students annually, Palm Beach State College is the largest institution of higher education in Palm Beach County, providing the bachelor's degree, associate degrees, professional certificates, career training and lifelong learning. Established in 1933 as Florida's first public community College, it offers more than 100 programs of study at locations in Lake Worth, Boca Raton, Palm Beach Gardens and Belle Glade.
2. Existing Conditions – The video surveillance systems shall be installed at the existing PBSC campuses of Lake Worth, Palm Beach Gardens, Belle Glade and Boca Raton. The vendor shall familiarize themselves with the existing conditions prior to submitting RFP response. The vendor shall utilize the existing PBSC LAN/WAN network switches to facilitate the installation of the Video Surveillance System.
3. Summary Scope of Work - This RFP applies to the Palm Beach State College District Security - Surveillance Camera Initiative for the following four campuses: Belle Glade, Boca Raton, Lake Worth, and Palm Beach Gardens. Complete Construction Drawings and Specifications have been provided with this RFP.

A complete and functional Video Surveillance System (VSS). The Video Surveillance System (VSS) shall provide cameras, digital video capture, video transportation, management, recording, live viewing, playback, and video storage. The VSS shall be based on capturing and processing Ethernet transmission of video signals from cameras. The entire VSS system shall be capable of being partitioned and allow sharing of selected video signals between PBSC campuses over the PBSC LAN/WAN. LAN/WAN network equipment shall be provided by PBSC

IT department. VSS Camera monitoring and control capability and local video storage shall be provided at each campus.

C. FEE

The contract resulting from this RFP will be a "fixed price" fee to be paid based on percentage completion as per a payment schedule to be developed as part of the Contract. Proposals submitted in response to this RFP must guarantee price for at least 90 days following the closing date of proposals or of Best and Final Offers, if requested. The Vendor shall provide pricing in the Cost Summary document attached.

D. CONSTRUCTION CONTRACT DURATION PERIOD

The contract resulting from this RFP shall be for a construction contract duration period expected not to exceed 24 months, beginning with the date of the delivery of the initial "Notice to Proceed" to the Vendor. If the proposed timeline exceeds 24 months, a full detailed explanation should be provided.

E. PROCUREMENT CONTACT

Upon release of this RFP, communication with the College is limited. There shall be no communication with College staff or trustees until an award is announced, with the exception of The Procurement Contact listed below who is the individual responsible for the conduct of this procurement, and is the sole point of contact for purposes of this RFP prior to the award of any contract: **Jodi Hart, purchasing@palmbeachstate.edu**

All Questions must be sent via email with the Subject: **"RFP# 12/13-12"**

SECTION II – CONDITIONS GOVERNING THIS RFP

This section of the RFP outlines and describes the major events of the selection process and specifies general requirements. For purposes of this RFP, unless an actual date is listed, the other times for the sequence of events are estimated.

A. SEQUENCE OF EVENTS

1.	RFP Issuance	November 17, 2013	DATES AMMENDED AS OF 12/13/13
2.	Pre-Bid Meeting (Optional)	December 10, 2013	
3.	Deadline to Submit Questions	December 12, 2013	
4.	Response to Questions and RFP amendment	December 19, 2013	
5.	<u>PROPOSALS DUE DATE</u>	<u>January 7, 2014</u> 3 p.m. local time.	<u>JAN. 27, 2014</u> <u>3 P.M. LOCAL TIME</u>
6.	Proposals Review	January 8 – January 20, 2014	JAN. 28 - FEB 21, 2014
7.	Shortlist posted	January 21, 2014	FEB. 25, 2014
8.	Interviews with Finalists	February 3 – February 7, 2014 *	MAR. 11 – 14, 2014*
9.	Committee Recommendation	On or about February 10 – February 14, 2014 *	MAR. 17 – 21, 2014*
10.	Board Selection and Award	On or about March 11, 2014 *	APR. 8, 2014*
11.	Contract Execution	<u>On or about March 27, 2014 *</u>	APR. 29, 2014*

* May or may not occur during the period indicated as determined solely by the College in its best interest.

B. EXPLANATION OF EVENTS

- RFP Issuance** – RFP No. 12 / 13-12, Comprehensive Video Surveillance System Solution, is issued by Palm Beach State College (hereafter referred to as College).

2. **Pre-bid meeting optional.** The College strongly suggests attendance to the pre-bid meeting or provide attest documentation that vendor assumes responsibility to have full knowledge of the site. Vendors will be held to the proposed price.
3. **Deadline to Submit Questions** - Questions will be accepted as to the intent or clarity of this RFP. Questions shall only be submitted by e-mail to the Procurement Contact. Responses to Questions may typically be provided within 7 business days and shall be posted on the college web site. Vendors should request project site visits in addition to the pre-bid meeting to review existing conditions. All visits shall be coordinated with the Procurement Contact. Price adjustments will not be allowed for readily observable conditions.
4. **Responses to Questions and RFP Amendment** - All questions and responses, including any amendments to the RFP or granting of extension to the proposals due date will be posted the college web site.
5. **Submission of Proposals** – One hard copy binder and a pdf of the binder on USB storage drive of the proposal **must be stamped received by the Procurement Contact no later than ~~January 7, 2014~~ January 27, 2014 (see Sequence of Events date changes) 3 p.m. local time at 4200 Congress Avenue, MS 27, Building PS100 Lake Worth, FL 33461.** Proposals submitted by mail or commercial delivery service should account for mailing and delivery time.
6. **Proposals Review** - Proposals will be reviewed for meeting the RFP requirements and will be weighed based on the scoring criteria listed herein.
7. **Clarifications** - The College may request clarifications from Vendors to clarify information or to confirm that the RFP terms and conditions are met by the Vendor's proposal.
8. **Interviews with Finalists** - The College will meet with the Vendors scoring the highest scores. The Committee, in its discretion, may recommend the award of the contract based on the results of the interviews.
9. **Selection and Award** – The College will negotiate with the selected Vendor to finalize the award. However, it should be noted that Execution of the contract and its effectiveness are subject to the approval of the College, pursuant to and in compliance with its policies and procedures. Upon finalization of negotiation, a written "Notice to Proceed" will be issued by the appropriate College Building Official to the successful Vendor to begin performing the services required under the Contract awarded as a result of this RFP.
10. **Contract Execution** – All awards and resulting contracts must be approved in compliance with the College policies and procedures.

C. GENERAL REQUIREMENTS

The General Requirements section contains specific information about the process and conditions under which this RFP is issued and conditions concerning how the project will be completed.

1. Cancellations; Discussions – The College reserves the right to cancel this RFP, accept or reject any or all proposals, in whole or in part, received in response to this RFP, to waive or permit cure of minor irregularities, and to conduct discussions with all qualified or potentially qualified Vendors in any manner necessary to serve the best interests of the college. The College also reserves the right, in its sole discretion, to award a contract based solely upon the written proposals received without interviews or negotiations.
2. Incurred Expenses – The College will not be responsible for any costs incurred by any Vendor in preparing and submitting a proposal, site visits, in making an oral presentation, in providing a demonstration, or in performing any other activities relative to this solicitation.
3. Vendor Responsibilities - The selected Vendor shall be responsible for all products and services required by this RFP, including services provided by any proposed Sub-Contractors and manufacturers. The College will contract with, and make payments only to the prime Vendor. Any contract between a sub-contractor and a prime vendor must be consistent with the terms and conditions of any agreement between Vendor and the College and the College policy and procedures.
4. Acceptance of RFP - By submitting a proposal in response to this RFP, a Vendor acknowledges willingness to negotiate in good faith, their ability to perform and willingness to accept the terms and conditions of this RFP.
5. Vendor Qualifications – The College may make such investigations as necessary to determine the ability of the Vendor, proposed manufacturer or proposed products to adhere to the requirements specified within this RFP.
6. **General Conditions:** To insure acceptance of the bid, follow these instructions:

<p>SEALED PROPOSALS: All proposal sheets and forms must be executed and submitted in a sealed envelope. Do not include more than one proposal per envelope. Proposals not submitted on the attached form shall be rejected. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection. It is the sole responsibility of the proposer to deliver the proposal to the address contained herein on, or before, the closing hour and date indicated. The College is not responsible for delays with postal delivery nor the normal delay in delivery for internal mail procedures. Palm Beach State College will not be responsible for the inadvertent opening of a proposal not properly sealed, addressed or identified.</p>	<p>DEFINITIONS: [College] refers to Palm Beach State College. [Proposer] refers to the dealer, manufacturer, contractor, or business organization submitting a proposal to the College in response to this request for proposal. [Vendor] refers to the dealer, manufacturer, contractor, or business organization that will be awarded a contract pursuant to the terms, conditions and quotations of the proposal. [Proposer] and [Vendor] will be used interchangeably. [Proposer] and [Bidder] may be used interchangeably throughout this document. [Proposal] and [Bid] may be used interchangeably throughout this document.</p>
<p>EXECUTION OF PROPOSAL: Proposals must contain a signature of an authorized representative in the space provided on the proposal submittal form. If a correction is necessary, draw a single line through the entered figure and enter the correct figure above it. Corrections must be initialed by the person signing the proposal. Any illegible entries, pencil proposals or corrections not initialed will not be tabulated.</p>	<p>PROPOSAL OPENING: Shall be public, at the address indicated on the RFP document, on the date and at the time specified on the proposal form. Proposals will not be evaluated nor will questions be fielded at the time of opening. The proposal opening is to determine the vendor pool only. It is the proposer's responsibility to assure that the proposal is delivered at the proper time and place of the opening. Proposals received after the date and time will be retained, unopened, for the record. Proposals by fax, email or telephone will not be accepted.</p>
<p>PRICES, TERMS and PAYMENT: Firm prices shall be quoted, which includes all packaging, handling, shipping charges and delivery to the destination shown herein. No change orders will be provided to the vendor for site conditions that Vendor could have determined upon a reasonable inspection or is otherwise known to exist as common knowledge within the industry.</p>	<p>CONDITION AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this proposal shall be the new, current model in production available at the time of this proposal. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.</p>

<p>EVALUATION OF PROPOSALS: The evaluation committee intends to recommend to Palm Beach State College Board of Trustees to authorize College administration to award a contract with the proposer, or proposers that represents the best value to the College and/or best meets the Colleges needs as determined solely by the College.</p>	<p>TAXES: The College does not pay sales taxes on direct purchases of tangible personal property. Do not include these items on invoices. See exemption number on face of purchase order. Exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of state owned real property as defined in Chapter 192 F.S.</p>
<p>AWARDS: In the best interest of the College, the College reserves the right to make award(s) by individual item, group of items, all or none or a combination thereof; to reject any and all proposals or waive any minor irregularity or technicality in proposals received. The College also reserves the right to make awards to one, or more, vendors based upon the recommendations of the evaluation committee.</p>	<p>MISTAKES: Proposers are expected to examine the technical specifications, delivery schedule, proposal prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at the proposer’s risk. In case of mistake in extension, the unit price will govern.</p>
<p>DISCOUNTS: Proposers are encouraged to reflect cash discounts in unit prices quoted. Proposers may offer a cash discount for prompt payment; however, discounts for less than 30 days will not be considered in determining the lowest net cost for proposal evaluation purposes. Discount time will be computed from the date of satisfactory delivery at place of acceptance or from receipt of correct invoice at the office specified, whichever is later.</p>	<p>COSTS: The College is not liable for any costs incurred by a proposer in responding to this RFP, including those for presentations, when applicable.</p>
<p>CLARIFICATION/CORRECTION OF BID ENTRY: The College reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes.</p>	<p>UNDERWRITERS' LABORATORIES: Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall carry U.L. approval and reexamination listing where such has been established.</p>
<p>SAFETY STANDARDS: Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under, Florida Building Code 2010, ASCE 7-10, NFPA, NEC FCC, BICSI, TIA/EIA, IEEE, NEMA, ASTM, and UL standards. Failure to comply with the condition will be considered as a breach of contract.</p>	<p>FREIGHT TERMS: All goods will be delivered F.O.B. Palm Beach State College Central Receiving 4200 Congress Avenue Lake Worth, FL 33461 Unless otherwise specified</p>
<p>PAYMENT: Payment will be made by the College after the items awarded to a vendor have been received, installed, inspected and tested, and found to comply with award specifications, applicable building code / Florida Statute, damage /defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified in the proposal. An original invoice should be submitted. Failure to follow these instructions may result in a delay in processing invoices for payment. In addition, the purchase order number should appear on bills of lading, packages, cases, delivery lists and correspondence.</p>	<p>DELIVERY: Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order. Delivery time may become a basis for making an award. Delivery shall be within the normal working hours of the user, Monday through Friday, unless otherwise specified.</p>
<p>MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS: Any manufacturers' names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The proposer may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any items(s). If proposals are based on equivalent products, indicate on the proposal form the manufacturer’s name and number. Proposer shall submit with his proposal, cuts, sketches, descriptive literature, and complete specifications. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Reference to literature submitted with a previous bid will not satisfy this provision. Proposals that do not comply with these requirements are subject to rejection. Proposals lacking any written indication of intent to quote an alternate brand will be considered incomplete with the specifications as listed on the proposal form.</p>	<p>CONFLICT OF INTEREST: The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee or relative of the Palm Beach State College. Further, all proposers must disclose the name of any employee or family member thereof, who owns, directly or indirectly, an interest in the proposer’s firm or any of its branches. The proposer shall not compensate, in any manner, directly or indirectly, any officer, agent, or employee of the College for any act or service that he/she may do, or perform for, or on behalf of any officer, agent or employee of the proposer. No officer, agent, or employee of the College shall have any interest, directly or indirectly, in any contract or purchase made, or authorized to be made by anyone for, or on behalf of the College. The proposer shall have no interest and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under this RFP.</p>
<p>ADDITIONAL QUANTITIES: The College reserves the right to acquire additional quantities at the prices quoted in this invitation. If additional quantities are not acceptable, the proposal sheets must note: For Specified Quantity Only.</p>	<p>SERVICE AND WARRANTY: Unless otherwise specified, the proposer shall define any warranty service and replacements that will be provided during and subsequent to performance of this contract. Proposers must explain on an attached sheet to what extent warranty and service facilities are provided</p>
<p>NONCONFORMANCE TO CONTRACT CONDITIONS: Items may be tested for compliance with specifications by appropriate testing laboratories. The data derived from any tests for compliance with specifications are public records and open to examination thereto in accordance with Chapter 119, Florida Statutes. Items delivered not conforming to specifications may be rejected and returned at vendor's expense. These items and items not delivered as per delivery date in RFP and/or purchase order may result in proposer being found in default in which event any and all procurement costs may be charged against the defaulting contractor. Any violation of these stipulations may also result in the supplier's name being removed from the vendor pool.</p>	<p>SAMPLES: Samples of items, when required, must be furnished free of expense, on or before RFP opening time and date, and if not destroyed by testing may, upon request, be returned at the proposer’s expense. Each individual sample must be labeled with the proposer’s name, manufacturer’s brand name and number, RFP number and item reference. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with your proposal. If return instructions are not received with the proposal, the commodities shall be disposed of by the College.</p>

<p>PURCHASES BY OTHER ENTITIES: With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other colleges, universities, school boards, political subdivisions, or state agencies. Such purchases shall be governed by the same terms and conditions stated in the bid/proposal solicitation as provided in State Board of Education Rule 6A- 14.0734(2)(d).</p>	<p>PUBLIC RECORD LAW: Any material submitted in response to this RFP will become a public document pursuant to Section 119.07, F.S. This includes material which the responding proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, Contractor's refusal to comply with this provision shall constitute sufficient cause for termination of the contract resulting from this RFP.</p>
<p>GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed that necessitate alteration of material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful proposer to notify the College at once, indicating in their letter the specific regulation which required an alteration. The College reserves the right to accept or reject any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the College.</p>	<p>LEGAL REQUIREMENTS: Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a RFP response hereto and the College by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.</p>
<p>LIABILITY: The vendor shall hold harmless the College, its officers, agents and employees from liability of any kind in the performance of the rfp and resulting contract.</p>	<p>ASSIGNMENT: Any Purchase Order issued pursuant to this RFP invitation and the moneys which may become due hereunder are not assignable except with the prior written approval of the College.</p>
<p>EMPLOYMENT OF ALIEN WORKERS: The College will comply with all aspects of Section 274A of the Immigration and Nationality Act. We will not knowingly engage with a company that does not adhere to these regulations and it is the obligation of the proposer to disclose any violation of such law to the College.</p>	<p>AVAILABILITY OF FUNDS: The obligations of the College under this award are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.</p>
<p>CONTRACT: Vendor agrees to be bound by the terms and conditions of this RFP and acknowledges that it must successfully negotiate a contract to be the awardee of this RFP. College reserves the right to negotiate a contract with an alternative respondent if a contract is not entered within 30 days of negotiations unless extended by the College.</p>	<p>PUBLIC MEETING NOTIFICATION: All meetings to judge and/or evaluate this solicitation or to make recommendations for award are held in strict compliance with Florida Statutes as they pertain to Florida in the Sunshine regulations. All meetings are fully open to all proposers as well as the public at-large.</p>
<p>INSPECTION, ACCEPTANCE AND TITLE: Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the College.</p>	<p>CONSORTIUM PURCHASE: When an RFP is issued on behalf of a consortium, prices shall be F.O.B., Ordering Institution address. Invoices shall be delivered to the Institution placing the order unless otherwise stated.</p>
<p>ADDENDA: All addenda to this RFP will be posted to the Palm Beach State College Purchasing web page containing the original solicitation. http://www.palmbeachstate.edu/purchasing/bid-openings.aspx</p>	<p>PRE-DECISION DISCUSSIONS: Any discussion by the proposer with any employee or authorized representative of the College involving proposal information occurring after the proposals are opened and prior to the posting of the recommended award will result in the rejection of that proposal.</p>
<p>STATE LICENSING REQUIREMENT: All entities defined under Chapters 607, 617 or 620, Florida Statutes, seeking to do business with the College shall be on file and in good standing with the State Of Florida's Department of State.</p>	<p>DISPUTES: In case of any doubt or difference of opinion as to the specifications, equivalent products, or items to be furnished here under, the decision of the College shall be final and binding on both parties.</p>
<p>PUBLIC ENTITY CRIME INFORMATION STATEMENT: All invitations to bid as defined by Section 287.012(11), Florida Statutes, requests for proposals as defined by Section 287.012(16), Florida Statutes, and any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes, which reads as follows: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list."</p>	<p>RETENTION OF RECORDS: Contractor agrees to retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertaining to any contract resulting from this RFP for a period of five (5) years. Copies of all records shall be made available to the College upon request. All invoices and documentation must be clear and legible for audit purposes. Documents must be retained by contractor within the State of Florida at an address to be provided, in writing, to the College within 30 days of the contract execution. Any records not available at the time of an audit will be deemed unavailable for audit purposes. The contractor will cooperate with the College to facilitate the duplication and transfer of any said records or documents during the required retention period. The contractor shall inform the College of the location of all records pertaining to the contract resulting from this RFP and shall notify the College by certified mail within ten (10) days if/when the records have been moved to a new location.</p>
<p>ANTI-DISCRIMINATION CLAUSE: The non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations provided by the Secretary of Labor are incorporated herein.</p>	<p>PROTEST: "Failure to file a protest within the time prescribed in S. 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes." All protests must be delivered to the Purchasing Director within the time prescribed in Chapter 120. Strict compliance with Chapter 120 and all other applicable statutes is required.</p>

<p>DISCRIMINATORY VENDOR'S LIST: Any entity or affiliate who has been placed on the Discriminatory Vendors List as maintained by Florida Department of Management Services may not submit a proposal to provide goods or services to a public entity, may not be awarded a contract or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity and may not transact business with any public entity.</p>	<p>AMERICANS WITH DISABILITIES ACT: The contractor shall comply with the Americans with Disabilities Act. In the event of the contractor's non-compliance with the non-discrimination clauses of the Americans with Disabilities Act, or with any other such rules, regulations or orders, any contract resulting from this RFP may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further contracts</p>
<p>SUBCONTRACTORS: The proposer is fully responsible for all work performed under the Contract resulting from this RFP. The proposer may, upon receiving prior written consent from the College's Purchasing Director, enter into written subcontract(s) for performance of certain of its functions under the Contract. No subcontract, which the proposer enters into with respect to performance of any of its functions under the Contract, shall in any way relieve the proposer of any responsibility for the performance of its duties, including any and all liabilities that may arise out of the subcontractor's work related to the project. All payments to subcontractors shall be made by the proposer. The College may reject any and all subcontracts.</p>	<p>REJECTION OF PROPOSALS: The College may reject any and all proposals not meeting mandatory responsiveness requirements, which include terms, conditions or requirements that must be met by the proposer to be responsive to this RFP. These responsiveness requirements are mandatory. Failure to meet these responsiveness requirements will cause rejection of the proposal. In addition, the College may reject any or all proposals containing material deviations. Any bid rejected for failure to meet mandatory responsiveness requirements will not be reviewed. College reserves the right to reject all responsive proposals at any time if it is in the Colleges best interest determined at the sole discretion of the College</p>
<p>INSURANCE REQUIREMENTS: When performing a service, construction work or any type of installation is required on College property, the successful vendor is required to supply a Certificate of Insurance evidencing coverage during the period the vendor is providing services per the following: 1. Workers compensation and employee's liability in accordance with the laws of the State of Florida. 2. Bodily injury liability, minimum of \$1,000,000 per person and \$1,000,000 per accident. 3. Property damage liability, minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate. 4. Umbrella liability with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. 5. Contingent coverage for sub-contractors for liability at the site. The bidder must list any sub-contractor that will perform work under this bid. The Certificate of Insurance must be provided to the College prior to the commencement of any work.</p>	<p>PROPOSAL INQUIRIES: The proposer may examine this RFP to determine if the College's requirements are clearly stated. If there are any requirements that restrict competition, the proposer may request, in writing, to the College that the specifications be changed. The proposer that requests changes to the College's specifications must identify and describe the proposer's difficulty in meeting the specifications, must provide detailed justification for a change, and must recommend changes to the specifications. Proposer's failure to request changes shall be considered to constitute proposer's acceptance of the specifications. The College shall determine what changes to this RFP shall be acceptable to the College. If required, the College shall issue an addendum reflecting the acceptable changes to this RFP, which shall be available to all proposers in order that all proposers shall be given the opportunity of proposing to the same specifications</p>
<p>VERBAL INSTRUCTIONS: No negotiations, decisions, or actions shall be initiated or executed by the proposer as a result of any discussions with any College employee. Only those communications that are in writing from the College's Purchasing Director identified in this RFP shall be considered a duly authorized expression on behalf of the College. Only communications from the proposer's representative that are in writing and signed will be recognized by the College as duly authorized expressions on behalf of the proposer.</p>	<p>TERMINATION AT WILL: The Contract resulting from this RFP may be terminated by either party upon no less than thirty (30) calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery</p>
<p>INCLUSION OF SUPPORTING DOCUMENTS: All those submitting sealed replies in response to this Request for Proposals understand that the RFP document, the sealed reply, and all documents and/or materials represented in presentation to the committee shall be a complete record and shall be included in the final contract.</p>	<p>PROPOSED RULES FOR WITHDRAWAL: A submitted proposal may be withdrawn by submitting a written request for its withdrawal to the College, signed by the proposer/contractor, prior to the bid opening date.</p>
<p>FORCE MAJEURE: Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance.</p>	<p>SUBSTITUTION OF KEY PERSONNEL: In the event the successful proposer desires to substitute any key personnel submitted with his/her proposal, either permanently or temporarily, the College shall be notified in writing 10 days prior to the change and shall have the right to approve or disapprove the desired personnel change.</p>
<p>INTERPRETATIONS: Any questions concerning conditions and specifications shall be directed in writing to Palm Beach State College Purchasing Director by email according to the bid schedule in Section II. Inquiries must reference the date of RFP opening and RFP number</p>	

SECTION III- SCOPE OF SERVICES

A. PROJECT REQUIREMENTS

1. Objective - The objective of this project is to provide a comprehensive Video Surveillance System solution for the four campuses at Palm Beach State College: Campus 01 – Lake Worth, Campus 04 – Palm Beach Gardens, Campus 06 – Belle Glade, Campus 09 – Boca Raton.
2. Priorities: Work at all four campuses shall be done concurrently and shall be completed in a timely manner within the construction contract duration period. Work shall be scheduled with the college and will require work to be performed at night when administration, faculty and students are not present in the buildings and campus areas.
3. Products and Services to be provided under this RFP shall include, but are not limited to:
 - District Security – Surveillance Camera Initiative Project # CMRA-00-0001-CMRA-2013 Construction Document SS Drawings
 - 28 1000 General Requirements for Security Systems Specification
 - 28 0528 Pathways for Security Systems Specification
 - 28 1500 Horizontal Cabling for Security Systems Specification
 - 28 2300 Video Surveillance System Specification
 - 28 2400 Computing and Storage Systems Specification

(Note: All proposed products and installations shall comply with applicable codes and standards including, but not limited to, Florida Building Code 2010, ASCE 7-10, NFPA, NEC FCC, BICSI, TIA/EIA, IEEE, NEMA, ASTM, and UL standards)

(Note: All proposed products and installations shall be the current, “state of the art” technical equivalent to the specified products noted in the above SS Drawings and associated Division 28 specifications. Vendor shall propose products with a manufacturer supported long life cycle.)

SECTION IV – VENDOR MINIMUM QUALIFICATIONS

Vendors must clearly demonstrate and document within the Executive Summary portion of their technical proposal that, as of the proposal due date, the Vendors meets the following minimum qualifications. The Executive Summary shall reference the page number(s) in the proposal where such evidence can be found.

A. EXPERIENCE

1. Vendor

- a. The Prime Vendor should demonstrate, within the past 5 years, experience/past performance relating to Video Surveillance Systems installation, such as those services detailed in this RFP.
- b. The Prime Vendor must provide a list of three (3) similar projects where similar implementation was provided. The contract value and the completion date must be included.
- c. The Prime Vendor should provide contact information for a qualified client representative for each of the listed projects.

2. Key Personnel

Key personnel proposed (Prime Vendor and Sub-Contractors) for each of the labor categories, should have a minimum three (3) years experience in the proposed labor category obtained within the past consecutive five (5) years. The required years of experience do not have to be with the same employer. The Vendors key personnel must be fully certified by the system manufacturer.

B. FINANCIAL ATTESTATION

1. Financial Capacity The Vendor must include evidence of financial capacity to provide the services required by this RFP and to protect the College against errors and omissions. The Vendor should provide information that demonstrates the ability of Vendor/Sub-contractor to provide sufficient personnel and resources to execute the project. The vendor shall complete the attached Financial Attestation form and include in the proposal.
2. Evidence of Insurability - The Vendor must include evidence of its liability insurance, consistent with the requirements of this RFP.

SECTION V – TECHNICAL EVALUATION CRITERIA

Each proposal meeting the minimum requirements will be evaluated based on the following evaluation criteria. Vendors are encouraged to fully address each category completely, as points are assessed for responses to each separate category. This criteria shall be directly referenced by TAB in the Vendor's response. Refer to Section VI for proposal format and organization, and Section VII for relative importance of each evaluation criteria.

A. STATEMENT OF PROJECT GOALS

In a brief narrative format, describe in detail the anticipated project goals and explain the proposed technical solution and implementation approach to accomplish these goals.

B. QUALIFICATIONS AND EXPERIENCE

1. Vendor - Provide information about the qualifications and capabilities of the Vendor, including recent, relevant systems experience as it relates to Video Surveillance Systems solutions. Thoroughly describe how the Vendor has supplied this same expertise for similar contracts.
2. Sub-Contractors - Provide information about the qualifications and capabilities of proposed sub-contractors, including recent, relevant systems experience as it relates to Video Surveillance Systems and contact information. Identify the role each Sub-Contractor will have in the performance of the contract, and describe how the proposed Sub-Contractor has supplied this same expertise for similar contracts. The quantity of Vendor's subcontractors shall be limited to essential subcontractors required to perform the work.
3. Team Experience - Provide information regarding projects this Vendor team has worked on together previously.

C. KEY PERSONNEL

1. Key Personnel – Resumes for Key personnel proposed to perform services on the contract awarded as a result of this RFP must be provided. Vendor must indicate the availability of each proposed key personnel. Resumes shall be limited to two pages.

D. DISCUSSION OF TECHNICAL SOLUTION AND ISSUES

1. Vendors' proposals will be evaluated, in part, based on the Vendor's thorough description of the proposed technical solution, its economic benefits to the College, and past successful implementation of similar solutions.

2. For the purposes of this RFP, each Vendor's proposal should include a discussion of:
 - a. Three (3) issues or challenges it determines are key to the Video Surveillance System solution, focusing primarily on how the proposed solution will address these issues including how the College would accommodate future expansion or relocation and how the proposed solution will address this issue.

E. WORK PRODUCT SAMPLES

1. In order for the College to evaluate/rank the Vendor team, in addition to other requirements in this RFP, it is necessary to obtain information on the Vendor's past performance on similar proposed solution, and the quality of the Vendor's typical work product.
 - The Vendor's proposal must include a copy of a "representative" sample design prepared for the same proposed product for a similar sized environment.
 - The Vendor must identify with specificity the actual installed product models, Vendor personnel responsible for the preparation of the design, along with the role that these personnel may play under this contract.

F. MANAGEMENT APPROACH

1. The Vendor must propose an overall Management Plan describing how:
 - a. the proposed Project Organization Chart
 - b. how it will interface with the College; how individual task assignments will be accomplished on both routine and emergency bases; and
 - c. If teamed up with Sub-Contractors, list other work experience/projects that this Vendor/team has worked on together, including project location, length of the partnering, etc.
2. Discussion should include, but not be limited to, scheduling, project organization, assignments/duties of key staff, lines of communication, and monitoring and control procedures. Discussion shall also include how the Vendor plans to work to avoid disruption of the College's learning environment , which is typically 7am – 10pm weekdays. A proposed work schedule shall be provided.

G. LOCATION OF VENDOR

1. The Vendor shall specify the location of the primary office and Key Contact responsible for the performance of services under this contract. If more than one office location will support this contract, indicate project responsibilities/functions of each participating office of the Vendor and Sub-Contractors with the specific assignments, duties and office location for key personnel proposed.

SECTION VI – PROPOSAL FORMAT AND ORGANIZATION

A. TWO PART SUBMISSION

1. Submittal - Each Vendor is required to submit a separate, sealed package for each "Volume", the first of which is to be labeled "Volume I-Technical Proposal", and the second, "Volume II-Financial Proposal", respectively. Each sealed package must bear the RFP title and project number, name and address of the Vendor and the volume number (I or II) on the outside of the package.
2. Number of copies - Vendors shall provide one hard copy binder and one pdf in USB storage drive of each Volume. The Proposal shall be submitted to:

Purchasing: Palm Beach State College, 4200 Congress Avenue, MS#27, Lake Worth, FL 33461 .

3. Proposal Organization – All pages of both proposal volumes should be numbered consecutively from beginning (page 1) to end (page "n") and be organized as detailed below.

B. VOLUME I – TECHNICAL PROPOSAL

This volume should be organized as follows:

1. Section 1: Submittal Letter - A Submittal letter must accompany the technical proposal. The purpose of this letter is to transmit the proposal, and shall be signed by an individual who is authorized to contractually bind the Vendor to the services and requirements as stated in this RFP. In addition, it should identify the names, titles and telephone numbers of person (s) who have the ability to contractually bind the proposer, the source of her/his authority and the signature of the person(s) identified.
2. Section 2: Title Page - The technical proposal shall begin with a title page bearing the name and address of the Vendor, and the name and project number of this RFP and the names and titles of all persons authorized to speak on behalf of and bind vendor.
3. Executive Summary - The Vendor shall condense and highlight the contents of the technical proposal in a separate section titled "Executive Summary", including how the Vendor meets the minimum qualifications. The Executive Summary shall reference the page number(s) in

the proposal where such evidence can be found. In addition, the summary shall also identify any exceptions the Vendor has taken to the requirements of this RFP.

4. Responses to Technical Evaluation Criteria – Refer to Section VII. for information regarding this category. Organize in the following order. Separation tabs per letter for each evaluation factor listed below are required.
 - a. Statement of Project Goals
 - b. Qualifications and Experience
 - c. Key Personnel / Availability
 - d. Discussion of Technical Solution and Issues, including the use of any proprietary hardware or software and associated licenses.
 - e. Work Product Samples
 - f. Management Approach
 - g. Location of Vendor
5. Financial Attestation – Refer to Vendor Minimum Qualifications, Section IV.B.

C. VOLUME II - FINANCIAL PROPOSAL

1. The Volume II-Financial Proposal should contain all cost information including products, services, warranty, maintenance and all other required hardware and software including all upgrades and updates. Clearly identify proposed product models, quantities, unit prices, labor fee and other costs. Provide cost information in the attached Cost Summary document. Vendor shall be licensed and authorized by manufacturer for all equipment being supplied.
2. The Volume II-Financial Proposal should clearly state the total number of labor hours to complete the work including breakdown of installation hours for each of the identified College locations.

SECTION VII– EVALUATION CRITERIA

A. INITIAL PROPOSAL REVIEW

The College reserves the right to accept or reject any or all proposals, in whole or in part, received in response to this RFP, and to waive or permit cure of minor irregularities, and to conduct discussions with all qualified or potentially qualified Vendors in any manner necessary to serve the best interest of the College. However, the College reserves the right to make an award without holding discussions. In either case of holding discussions or not holding discussions, the College may determine a Vendor to be not-responsive at any time after the initial closing date for receipt of proposals and the review of those proposals.

B. RANKING OF PROPOSALS

Proposals will be reviewed and rated by a Selection Committee. The Vendors ranked with the top highest scores will be selected as shortlisted finalists and will be invited for interviews. Points will be allocated as outlined below by each member of the Selection Committee to determine the overall ranking of the Vendors.

C. INITIAL EVALUATION

Evaluation of the proposals will be based on the criteria set forth below. The contract awarded as a result of this RFP will be awarded to the Vendor whose proposal is most advantageous to the College, considering the technical evaluation factors and cost. The total value of all components of the Proposal is 5000 points.

1. Volume I – Technical Proposal

- a. **Evaluation** – Volume I - Technical Proposal rating is weighted 60%. A maximum total of 3000 points are possible in scoring each proposal. The College will review, evaluate and rate the proposals. The evaluation criteria to be used by the College for the proposal shortlist and the corresponding point values for each criterion are as follows:

Evaluation Factors	Available Points (3000)
1) <u>Statement of Project Goals</u>	150
2) <u>Qualifications and Experience</u>	450
a) Vendor qualifications/experience	
b) Sub-Contractor qualifications/experience	

3)	<u>Key Personnel/Availability</u>	375
a)	Resumes/Qualifications Project Manager Engineering and Technical Staff	
b)	Key Personnel Availability	
4)	<u>Discussion of Technical Solution and Issues</u>	900
	Technical Solution, benefits and Response to Issues	
5)	<u>Work Product Samples</u>	450
	Per qualified sample References may be checked	
6)	<u>Management Approach</u>	300
7)	<u>Location of Vendor</u>	375
	Evaluation of this factor will include the following considerations: Location of key personnel such as Project Manager and ability to provide customer support.	

b. **Maximum Technical Points** - The **maximum** combined point score for the Initial Technical Evaluation is **3000 points**.

2. **Volume II - Financial Proposal**

a. The Volume II-Financial Proposal is weighted at 40%. The maximum point score for the financial proposal is **2000 points**. Provide cost information in the attached Cost Summary document.

D. FINAL EVALUATION INTERVIEWS

Based upon the scoring results from the Initial Evaluation, a short list of vendors will be evaluated in the Final Evaluation Interviews. The interview should include a 45 minute presentation by the vendor and shall include a 15 minute question and answer session.

Evaluation Factors	Available Points (5000)
1) <u>Statement of Project Goals</u>	250
2) <u>Qualifications and Experience</u>	750
a) Vendor qualifications/experience	
b) Sub-Contractor qualifications/experience	

3)	<u>Key Personnel/Availability</u> a) Resumes/Qualifications Project Manager Engineering and Technical Staff b) Key Personnel Availability	625
4)	<u>Discussion of Technical Solution and Issues</u> Technical Solution, benefits and Response to Issues	1500
5)	<u>Work Product Samples</u> Per qualified sample References may be checked	750
6)	<u>Management Approach</u>	500
7)	<u>Location of Vendor</u> Evaluation of this factor will include the following considerations: Location of key personnel such as Project Manager and ability to provide customer support.	625

E. NOTICE OF AWARD

The responsible Vendor whose proposal is most advantageous to the College, taking into consideration all evaluation factors, will be recommended for contract award. The Procurement Contact, after concurrence by the College, will notify the finalist Vendors in writing of the results of the interview and the overall selection process.

SECTION VIII – SUBMITTAL CHECKLIST

Vendors may use this Submittal Checklist to determine completeness of proposal, but the College makes no representation that this checklist is complete. Submittals should include one (1) hard copy binder and (1) one pdf on USB hard drive of each Volume, and should include the following:

A. VOLUME I – TECHNICAL PROPOSAL

- () Submittal Letter
- () Title Page
- () Executive Summary
- () Response to Evaluation Criteria
 - () Statement of Project Goals
 - () Qualifications and Experience
 - () Key Personnel/Availability
 - () Discussion of Technical Solution and Issues
 - () Work Product Samples (can be bound separately)
 - () Management Approach
 - () Location of Vendor
- () Financial Attestation

B. VOLUME II – FINANCIAL PROPOSAL

- () Financial Proposal – Cost Summary Document

APPENDIX A - SUBMITTAL LETTER

Purchasing Department
 Palm Beach State College
 4200 Congress Avenue MS#27
 Lake Worth, FL 33461

This is to certify that I (authorized representative) have read and understood the terms, conditions, specifications and other instructions contained in this Request, and further, that the items of materials and/or services rendered do meet minimum specifications set forth in this Invitation.

I further certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or persons submitting a proposal for the same materials, supplies, or equipment and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this request and certify that I am authorized to sign this proposal for the bidder.

RFP 12/13-12 Surveillance Camera Initiative				
Vendor Name				
Bidding As (Check One)	Corporation <input type="checkbox"/>	Individual <input type="checkbox"/>	Other <input type="checkbox"/> (Explain)	
Address				
City		State		Zip Code
Telephone		Fax		
Email				
Representative Name				
Representative Title				
Signature				