



Office of Procurement Services

P.O. Box 7800 • 315 W. Main St., Suite 441 • Tavares, FL 32778

Solicitation Number: **20-0452**
 Solicitation Title: **PROPERTY RECORDS ALARM SYSTEMS**
 Pre-Solicitation Conference: **See Section 3.0**
 Last Day to Ask Questions: **07/29/2020**
 CLOSING DATE: **08/11/2020**
 CLOSING TIME: **3:00 P.M. Eastern**

Vendors shall complete and return all information requested by the specified time and date or Submittal shall be rejected.

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1.0 PURPOSE OF SOLICITATION

The purpose of this solicitation is to solicit competitive sealed bids to furnish **PROPERTY RECORDS ALARM SYSTEMS** for Lake County, Florida.

1.1 EXHIBITS

Exhibit A – Scope of Work

Exhibit B – Insurance Requirements

Exhibit C – Review the Lake County General Terms and Conditions page dated 10/10/2019.

Exhibit D – Facilities Sample Agreement

1.2 ATTACHMENTS

Attachment 1 – Submittal Form

Attachment 2 – Pricing Sheet

Attachment 3 – Reference Form

2.0 POINT OF CONTACT

Direct all inquiries to the Contracting Officer (official point of contact) listed:

Sandra Rogers, CPPB, Senior Contracting Officer

E-mail: srogers@lakecountyfl.gov

3.0 MANDATORY PRE-PROPOSAL CONFERENCE AND SITE VISIT

Vendors shall attend one of the two scheduled mandatory pre-proposal conferences and be on time. The mandatory Pre-Proposal Conferences are scheduled at Lake County’s Public Records Storage Facility located at 313 S. Bloxham Avenue, Tavares, Florida to discuss the conditions and specifications within this Solicitation. It is suggested to arrive at least five minutes early as Vendors arriving five minutes after the start of the conference will not be admitted. Vendors shall attend the entire conference. Failure to comply with this Section 3.0 will result in the Vendor being disqualified to respond. It is recommended to bring solicitation documents to the conference.

Mandatory Pre-Proposal conferences have been scheduled for the following dates and times:

- Thursday, July 16, 2020 at 10:00 a.m. sharp
- Tuesday, July 21, 2020 at 2:00 p.m. sharp

Vendors shall conduct and maintain social distancing as required by the Centers for Disease Control and Prevention.

Attendees are advised to bring proper equipment (ladder, measuring tape, etc.), as needed, for proper review of this area, as additional site visits shall not be allowed.

In accordance with the American Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing a special accommodation to participate in the process, or an interpreter to participate in any proceedings under this solicitation, should contact the Contracting Officer listed in Section 2.0 for assistance, at least two business days before any meeting date.

4.0 QUESTIONS, EXCEPTIONS, AND ADDENDA

Vendors must examine all solicitation documents including the Lake County General Terms and Conditions page. All communication, inquiries, or requests for exceptions are to be directed

to the Contracting Officer listed in Section 2.0. The last day for questions or requests for exceptions is **07/29/2020**. An addendum may be issued in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation. No answers given in response to questions submitted will be binding upon this solicitation unless released in writing as an addendum to the solicitation and posted on the Lake County Formal Solicitation site for this solicitation. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued will prevail.

It is the Vendor's responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

Process clarification or procedure questions may be asked at any time to the Contracting Officer.

5.0 METHOD OF AWARD

Each Submittal will be evaluated for conformance as responsive and responsible using the following criteria:

- A. Proper submittal of ALL documentation as required by this Solicitation. (Responsive)
- B. The greatest benefits to Lake County as it pertains to: (Responsible)
 - 1. Firm's qualifications, professional experience, expertise, methodology and quality of similar work that has been provided for other customers;
 - 2. Acceptability and suitability of product offerings (aesthetics and durability) and warranty;
 - 3. Proposed materials and plans to accomplish tasks;
 - 4. Proposed costs schedule;
 - 5. Time for completion;
 - 6. Past Performance. In order to evaluate past performance, all Vendors are required to submit at least three verifiable references / relevant projects completed within the last three years that are the same or similar in magnitude to this Solicitation. The County may be listed as a reference. Use Attachment 3 – References Form;
 - 7. All technical specifications associated with this Solicitation;
 - 8. Financial Stability: A Dun and Bradstreet report may be used by the County to evaluate Vendor's financial stability. All Vendors shall be prepared to supply a financial statement upon request, preferably a certified audit of the last available fiscal year.

Awards will be made to the most responsive, responsible, Vendor whose Proposal represents the best overall value to the County when considering all evaluation factors.

The County reserves the right to make awards to one or more Vendors to reject any and all offers or waive any minor irregularity or technicality in Proposals received.

Proposals received before the closing date and time listed will be opened, recorded, and accepted for consideration. Vendors' names will be read aloud and recorded. Proposals will be available for inspection during normal business hours in the Office of Procurement Services 30 calendar days after the solicitation due date or after recommendation of award, whichever occurs first.

6.0 DELIVERY AND SUBMITTAL REQUIREMENTS

- C. Hand delivery of submittals will not be accepted.
- D. RESPOND TO THIS SOLICITATION ON-LINE – [Click Here for on-line submittal.](#)
- E. A response will not be accepted if completed and submitted after the official due date and time.
- F. Submission indicates a binding offer to the County and agreement of the terms and conditions referenced in this Solicitation. Do not make any changes to the content or format of any form without County permission. All information must be legible.
- G. Submittal must be in organized into the following major sections:

1. Vendor Profile

- Statement of Interest & Understanding of Project.
- Firm Profile / Firm History.
- Completed Attachment 3 – Reference Form.
- Program Manager: List the name, business address, telephone number and e-mail address of the program manager for the project. Provide a resume of the individual's background and skills in managing similar projects.
- Include copies of any required licenses or permits.

2. Forms

- Completed Attachment 1 – Submittal Form;
 - Submittal must be signed by an official authorized to legally bind the firm to its provisions. Include a memorandum of authority signed by an officer of the company if the signor is not listed as a corporate officer on the firm's SunBiz registration.
- Proof of Sunbiz.org registration;
- Include a completed W-9 form;
- Completed Addenda issued. Failure to include signed addenda may be cause for Submittal to be considered non-responsive;
- Proof of insurance or evidence of insurability at levels in Exhibit B – Insurance Requirements;
- Any Contractor required licenses;
- Descriptive literature;

3. Proposed Solution

- Provide a concise description of the approach and process to successfully complete the work to be performed including any specific staffing or equipment resources.
- Detailed plans or location map with product placement is required to be submitted by the vendor.
- Provide warranty documentation for proposed equipment and labor.
- Provide descriptive literature.

4. Subcontractors/Joint Ventures

- Provide a list of proposed subcontractors or joint venture arrangements that may be used on the project. Provide the same information required in the Pricing Proposal for each sub-vendor or joint venture participant.

5. Completed Pricing Sheet

- Completed Attachment 2 – Pricing Sheet;
- Provide supporting documentation for proposed pricing.

6. Financial Stability

- Provide a financial stability statement indicating the firm has the necessary resources (human and financial) to provide the services at the level required by the County. The County reserves the right to request a financial statement, a certified audit, or a third party prepared financial statement. The County reserves the right to use a third-party company to verify financial information provided. Provide similar information for a subcontractor or joint venture arrangement.

7. Litigation

- Provide information on the nature and outcome of litigation and proceedings for the previous three (3) years where the firm has been involved in any matter related to professional activities.

8. Other Information

- Include any additional data that Vendor deems pertinent to the understanding and evaluating of the Proposal.

H. PRESENTATIONS/ POST-DISCUSSIONS AFTER PROPOSAL RESPONSE

1. The County, at its sole discretion, may ask for an oral presentation or demonstration without charge to the County. The County reserves the right to require the Vendor to demonstrate to the satisfaction of the County that the Firm has the fiscal and technical ability to furnish the requirements of the RFP. The demonstration must satisfy the County and the County will be the sole judge of compliance.
2. The County may commence contract negotiations in accordance with the method of award specified. The County reserves the right to conduct discussions with Vendors having a realistic possibility of contract award to include requests for additional information and requests for “best and final” offers.
3. Vendors must not assume they will be asked to make a presentation or asked for a “best and final” offer and must include all pertinent and required information in their original Proposal.

I. DEMONSTRATION OF EQUIPMENT

1. Vendors may be required to demonstrate offered equipment to cognizant County personnel at no cost. The purpose of this demonstration is to observe the equipment in an operational environment and to verify its capability, suitability, and adaptability in conjunction with the performance requirements stipulated in this Solicitation. If a demonstration is required, the County will notify Vendors in writing specifying the date, time, and location. The County may elect to reject any Vendor’s offer, or to re-schedule the demonstration, whichever action is determined to be in the best interests of the County, for Vendors failing to perform the demonstration on the specified date stipulated in the notice. The County will be the sole judge of the acceptability of the equipment in conformance with the specifications and its decision will be final.
2. The equipment used for the demonstration must be the same as identified in the Proposal. Accordingly, the equipment used in the demonstration will create an express

warranty that the actual equipment to be provided by the Vendor during the Contract period will conform to the equipment used in the demonstration. The Vendor shall provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the Contract.

- J. The County is not liable or responsible for any costs incurred in responding to this Solicitation including, without limitation, costs for product or service demonstrations if requested.
- K. Interested parties may listen to the 3:01 P.M. solicitation opening by calling 1-321-332-7400, Conference ID 971 920 36# or clicking on this link: [Join Microsoft Teams Meeting](#)

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