

SPECIFICATIONS, GENERAL TERMS AND CONDITIONS

Request for Proposals

Upgrade/ Replacement of Town Security Camera System

Town of Jupiter Inlet Colony Beach
50 Colony Road
Jupiter Inlet Colony, FL 33469

S. John Pruitt
Chief of Police
(561) 746-3787

TABLE OF CONTENTS

Request for Proposals	Page 3
Instruction to Proposers and Terms and Conditions	Pages 4-9
Evaluation of Proposals	Page 9
Introduction, Scope of Work/Specifications, Proposal Response Format	Pages 10-12
Drug Free Workplace	Page 13
Public Entity Crime Statement	Pages 14-15

REQUEST FOR PROPOSALS

The Town of Jupiter Inlet Colony will be accepting sealed proposals from licensed and qualified companies to provide an Upgrade/ Replacement to the Town Security Camera System. In addition, the Town seeks proposals for one (1) license plate reading camera with applicable software to be permanently mounted at the entrance to the Town.

Interested firms shall submit one (1) original and five (5) copies in a sealed envelope bearing the name and address of the firm and the words "Upgrade/Replacement to the Town of Jupiter Inlet Colony Security Camera System" to the Town of Jupiter Inlet Colony, Florida at 50 Colony Road, Jupiter Inlet Colony, Florida 33469 by **2:00pm (EST) on Thursday, May 16, 2019**. Any proposals received after the date and time specified will not be accepted and shall be returned unopened to the Proposer. All proposals will be publicly opened and acknowledged in the Town Administrative Building.

The Request for Proposals is open to inspection and may be obtained at the Town of Jupiter Inlet Colony, 50 Colony Road, Jupiter Inlet Colony, Florida 33469 or on the Town's website www.jupiterinletcolony.org or by contacting S. John Pruitt, Chief of Police, at (561) 746-3787 or pruittj@jupiterinletcolony.org. A non-refundable \$5.00 charge for each hardcopy of the Request for Proposal will be required. Electronic copies are free of charge.

A pre-bid informational meeting for potential Proposers will be held on Tuesday, April 30, 2019 at 2:00 pm at the Town Administrative Building. All potential Proposers are urged to attend. At this meeting, all prospective Proposers will have an opportunity to inspect the site(s) for the camera installations and examine the Town's current security camera system.

All questions regarding this Request for Proposals shall be directed in writing; preferably by email, to S. John Pruitt, Chief of Police, pruittj@jupiterinletcolony.org. Questions shall be submitted no later than 3:00pm EST, on Thursday, May 14, 2019.

The Town of Jupiter Inlet Colony reserves the right to reject any or all proposals, to waive technicalities, and to re-advertise. The award, if made, will be made to the most responsive Proposer whose proposal is determined by the Town, in its sole discretion, to be most advantageous.

TOWN OF JUPITER INLET COLONY
S. John Pruitt, Chief of Police
Publish: Palm Beach Post

INSTRUCTIONS TO PROPOSERS AND TERMS AND CONDITIONS

GENERAL INFORMATION

The Proposal Documents consist of:

1. Request for Proposals;
2. Instructions to Proposers and Terms and Conditions;
3. Introduction, Scope of Work/Specifications, Proposal Response Format;
4. Drug Free Workplace Certification;
5. Sworn Statement on Public Entity Crimes;
6. Any Addenda issued prior to the date designated for receipt of proposal.

Complete sets of the Proposal Documents shall be used in preparing the Proposal. The Town of Jupiter Inlet Colony ("Owner") does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets. Responses should be complete, signed, and all required documents are to be placed in a sealed envelope bearing the words **"Upgrade/Replacement of Town Security Camera System"** on the outside and mailed or presented to the Town Administrative Building on or before the specified time and date.

It is the sole responsibility of the Proposer to ensure that his/her Proposal is received by the Town on or before the closing date and time. The Town shall in no way be responsible for delays caused by any other occurrence. Proposals submitted by telephone, email or facsimile will not be accepted.

The proposal opening time shall be scrupulously observed. Under no circumstances shall proposals delivered after the time specified be considered. Such proposals will be returned to the vendor unopened.

All proposals must be typewritten/printed or filled in with pen and ink. Proposals by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence or statement of authority to sign) and the corporate seal must be affixed or the signature attested to by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.

Proposals by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.

All corrections made by a Proposer to the proposal price must be initialed.

Proposers shall not be allowed to modify their proposals after the opening time and date. Proposal files may be examined during normal working hours and after the proposal opening by appointment.

The submission of a proposal shall constitute an incontrovertible representation by the Proposer that the Proposal Documents and Contract are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the work.

For information concerning this Proposal, please contact:

S. John Pruitt
Chief of Police
Town of Jupiter Inlet Colony
50 Colony Road
Jupiter Inlet Colony, FL 33469
Email: pruittj@jupiterinletcolony.org
Phone: 561-746-3787

All questions regarding this Request for Proposals shall be directed in writing; preferably by email, to S. John Pruitt, Chief of Police. Questions shall be submitted no later than 3:00pm EST, on Thursday, May 14, 2019. Questions submitted after that date and time shall not be answered nor considered grounds for a protest.

Note: Written requirements in the Request for Proposal or its amendments are binding, oral communications are not.

CALENDAR OF EVENTS

Listed below are the important actions and dates/times by which the actions must be taken or completed. If the Town finds it necessary to change any of these dates/times, it will be accomplished by addendum. All listed times are Eastern Standard Time (EST) in Jupiter Inlet Colony, Florida.

<u>Date/Time</u>	<u>Action/Activity</u>
April 18, 2019	RFP available on Town website
April 30, 2019, 2:00 pm	Pre-bid meeting with proposers
May 14, 2019, 3:00 pm	Questions Due
May 16, 2019, 2:00 pm	RFP closes
May 9, 2019	Demonstration Date(s) (if necessary)
June 10, 2019, 7:00 pm	Town Commission Meeting – Award Consideration

ACCEPTANCE/REJECTION

The Town reserves the right to accept or to reject any or all proposals in whole or in part, with or without cause, to waive any informalities and technicalities and to make the award to the Proposer, who in the opinion of the Town, is the lowest responsive, responsible Proposer and whose Proposal will be most advantageous to the Town. The Town also reserves the right to reject the Proposal of any Proposer who has previously failed in the proper performance of an award or to deliver on time

contracts of a similar nature or who is not in a position to perform properly under this award. The Town reserves the right to request a re-proposal.

ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included with the Proposal Response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this proposal, whether submitted either purposely through intent or design or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the terms and conditions in this proposal solicitation are the only conditions applicable to the Proposal and the Proposer's authorized signature affixed to the Proposer acknowledgment form attests to this.

INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

No oral interpretations will be made to any Proposer as to the meaning of the Proposal Documents. Any inquiry or request for interpretation received five (5) or more days prior to the date fixed for opening of Proposals will be given consideration. All such changes and interpretations will be made in writing in the form of an addendum and, if issued, will be mailed or sent by available means to all known prospective Proposers prior to the established Proposal opening date. Submission of a Proposal constitutes acknowledgment by the Proposer of the receipt of addenda. All addenda are a part of the Proposal Documents and each Proposer will be bound by such addenda, whether or not received by him. It is the responsibility of each Proposer to verify that he has received all addenda issued before Proposals are opened. No authorization is allowed by Town personnel to interpret, or give information as to Proposal requirements in addition to that which is contained in the written Proposal document and addenda.

FEDERAL AND STATE TAX

The Town is exempt from Federal and State taxes for tangible personal property. Vendors or contractors doing business with the Town shall not be authorized to use the Town's Tax Exemption Number in securing materials for performance of the work associated with this Project.

LEGAL REQUIREMENTS

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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or 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.

VARIANCES

The Proposer shall be responsible for reading very carefully, and understanding completely, the requirements and the specifications for the Contract being proposed. For purposes of proposal evaluation, Proposers must indicate any variances to the specifications, terms and conditions, no matter how slight. If variations are not stated in the proposal, it shall be construed that the proposal fully complies with the specifications, terms and conditions as given herein.

TRADE, BRAND NAMES

Unless otherwise specifically provided in the specifications, reference to any equipment, material, article or patented process, by trade name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limited competition. The Town reserves the right, however, to order specific brand/manufacturer items on a "NO SUBSTITUTE" basis where those items have been found by usage and experience to be the most durable, suitable, and acceptable for operational conditions of the Town.

AWARD

The Town reserves the right to hold all Proposals and Proposal Guarantees for a period not to exceed sixty (60) days after the date of proposal opening stated in the Request for Proposal.

PROPOSAL WITHDRAWAL

Any proposal may be withdrawn up until the time set for opening of the proposals. Any proposals not so withdrawn shall, upon opening, constitute an irrevocable offer to sell to the Town the goods or services set forth in the attached specifications until one or more of the proposals have been duly accepted by the Town.

If, within twenty-four hours (24) after Proposals are opened, any Proposer files a duly signed written notice with Owner and promptly demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of his/her Proposal, that Proposer may withdraw their Proposal. Thereafter, that Proposer will be disqualified from further proposals on the work.

CERTIFICATION

When applicable, vendor must hold Certificate of Competency issued by the State of Florida or the Palm Beach County Construction Industry Licensing Board and a current Business Tax Receipt. Copies of such Certificate and Receipt must be submitted with the Proposal and must be in the name of the vendor shown on the Proposal page.

NON-APPROPRIATIONS

The obligations of the Town to make a Proposal award and execute a Contract under the terms of this Request for Proposal are contingent upon funds lawfully appropriated for this purpose. Should funds not be appropriated for this purpose, the Town, at its sole discretion, shall have the right to reject all proposals.

PROPOSAL FORMS

In completing proposals, Proposers shall be governed by the following provisions.

- A. Lump sum proposals shall be shown in figures.
- B. Proposals must be signed in ink by the Proposer with the signature in full.
- C. Proposals that contain any omission, erasure, alteration, addition or item not called for, or that show irregularities of any kind, will be considered as informal or irregular. This will constitute cause for the rejection of the Proposal.
- D. If a Proposer wishes to change prices, they shall strike the price and add the changes in the appropriate space. Changes shall be initialed by the person submitting the proposal. Any changes or alteration of prices in the proposal must be initialed. Failure to initial these changes or illegible entries or corrections or prices will be cause for the rejection of the proposal as informal or irregular.

QUALIFICATION OF PROPOSERS

This proposal shall be awarded only to a responsible Proposer, qualified by experience to provide the work specified.

SITE ACCESS AND DUTIES

For the performance of the contract, the contractor will be permitted to occupy such portions of the Town property as permitted by the owner or its representative or as necessary to complete requested services. He shall leave the site of work in a neat and orderly condition equal to that which originally existed.

REGULATIONS, PERMITS AND FEES

The selected Proposer will be required to obtain at its own expense all licenses required to provide the required services to the Town. The selected Proposer must comply with all Federal, State and local laws and regulations that may apply, including, but not limited to, those specifically referenced in the Proposal Documents.

CONE OF SILENCE

This Request for Proposals is expressly subject to the Cone of Silence provisions of Section 2-355 of the Palm Beach County Code of Ordinances. Any contract entered into in violation of the cone of silence provisions shall render the transaction voidable.

TIME FOR COMPLETION

The selected Proposer will be required to complete the work within the time frame identified within the RFP response or as mutually agreed upon in writing.

TERM OF AGREEMENT

If applicable, the initial term shall be for five (5) years with an option to renew on a continuing basis for a negotiated term and cost. The Town may terminate this Agreement at any time with or without cause, and/or with or without prior notice.

EVALUATION OF PROPOSALS

Proposers shall be ranked based on the following criteria. Based on an initial evaluation and ranking the evaluation committee may select an undetermined number of Proposers for a demonstration of the proposed installation.

Proposers may be requested to provide a demonstration of their proposal on May 9, 2019 (or at another agreed upon time). Product performance during the demonstration may be used as criteria for determining the highest ranked bidder.

Max. Points	Category
10	<i>Qualifications, Background and Experience of Firm</i> • Qualifications and experience with similar projects • Availability of qualified personnel
10	<i>References (provide a minimum of 5)</i> • Provide a minimum of five (5) government agencies that are currently using the product and solution. • Provide the designated contact person's name, title, organization, address telephone number, and email address.
20	<i>Service Provider (ASP) or Cloud Based</i> • Established solutions that are hosted off-site and managed by Proposer
20	<i>Capability and Functionality of the Software</i> • Description of how proposed product and solution meets the RFP requirements • Demonstration of how the proposed solution meets the RFP requirements
40	<i>Price</i> • Itemized Proposal Fee to include all products, services and solution: including software and hardware requirements, installation, implementation, and training services on the proposed solution. • Vendor should propose a Not-to-Exceed Fee. • The fee should be broken down by phases, tasks, or deliverables.

INTRODUCTION, SCOPE OF WORK/SPECIFICATIONS, PROPOSAL RESPONSE FORMAT

SECTION 1 – INTRODUCTION

The Town of Jupiter Inlet Colony is seeking proposals from licensed and qualified companies that can provide equipment, software and services necessary to upgrade and/or replace the Town's existing security camera system. This upgrade will include the addition of a license plate reading (LPR) camera together with all software and training to make the camera system fully operational. The Town reserves the right to reject all bids or to accept a bid for either the LPR system or security camera system only

You are invited to submit a proposal to provide a comprehensive, fully integrated, software and hardware solution for the Town's security camera system. It is the Town's desire to enter into an agreement with a vendor that can provide a turn-key, full-range of products, services and solution including software and hardware, installation, implementation, and training services. The LPR system would assist officers with proactive policing strategies, investigations, and vehicle alerts. This Request for Proposal (RFP) states the overall scope of products and services desired, software functionality, technology foundation as well as desired vendor qualifications and evaluation criteria.

SECTION 2 – SCOPE OF WORK/SPECIFICATIONS

- One (1) fixed LPR system
- LPR system installation
- LPR system software including data analytics
- LPR system software management
- LPR data storage
- LPR system training
- Upgrade and/or replacement of Town's existing security camera system located at the entrance to the Town
- System to provide the ability for the Town to expand its security camera system in the future

The proposed LPR solution must be able to meet the following objectives.

1. Provide real time "hot lists" alerts utilizing FCIC/NCIC (Florida and National Crime Information Centers)
2. Provide real time alerts utilizing customer generated lists
3. Maintaining a data base of vehicle tags for investigative purposes
4. Provide storage solution
5. Provide administrative and field operation training
6. Provide data analytics utilizing vehicle tag data

SECTION 3 – PROPOSAL RESPONSE FORMAT

The bidder shall follow the following format when submitting their RFP proposal. The Town is not interested in reams of brochures or superfluous information. Only provide the items requested below.

1. Cover letter: Provide a letter on your company's letterhead with the following information:
 - a. Describe the firm's organization background.
 - b. Number of years in business. (Minimum 5 years desired.)
 - c. Number of customers using product proposed in this RFP.
 - d. Include a description of the firm's experience in providing similar solutions, particularly with governmental agencies.
 - e. Federal tax ID number.
 - f. Copy of business license from your city of origin and proof the company is licensed to sell/perform their services in the State of Florida.
 - g. The staff person assigned to the Town's account. Describe this person's background and experience. The expectation is that this person will be the point of contact for all activities on the account and will be responsible for making sure that all terms of the contract are executed according to the terms established.
 - h. Disclose any relevant information that your firm believes demonstrates its qualifications for the project and/or distinguishes the firm's proposal from other proposals.
 - i. Confirmation of any addendums posted.
 - j. State this proposal is valid for 90 days from the due date of the opening of the RFP.
 - k. The letter must be signed by a person authorized to bind the company in a contract with the Town.
2. Description of proposed solution and how it meets the requirements of the RFP.
3. References – Provide a minimum of five (5) government agencies that are currently using the product(s) and solution(s). Provide the designated contact person's name, title, organization, address, telephone number, and email address.
4. Itemized Proposal Fee to include all products, services and solution: including software and hardware requirements, installation, implementation, and training services on the proposed solution. Vendor should propose a Not-to-Exceed Fee. The fee should be broken down by phases, tasks, or deliverables. The LPR system shall be priced separately from the upgrade and/or replacement of the security camera system.
5. If applicable, five (5) year fee schedule for annual software or other maintenance. The price shall be fixed for years 1 through 3 of the contract term. When does the initial maintenance agreement take effect? What is included in the annual maintenance agreement?
6. If applicable, how are product software upgrades handled? Are they included in the annual maintenance agreement?
7. Provide specific statements on product specifications.

8. If applicable, provide specific statements on hardware requirements. What are the hardware requirements to run the software at its maximum efficiency? Provide recommended hardware specifications including; server, PC, tablets, printers, other.
9. If applicable: how many sites do you have for emergency backup/data recovery in case the main server goes down? Where is the backup located?
10. If applicable: how frequently do maintenance periods occur? If there is downtime, how long does the downtime last (on average?) At what time of the day/week does scheduled maintenance normally occur?
11. If applicable: what kind of software uptime do you guarantee?
12. If the contract is terminated, vendor shall provide access to download our data for our own use at no cost. Please provide a statement of understanding.
13. Describe the report generator, what reports are standard? How are custom reports generated or handled?
14. Provide a detailed Timeline for Implementation after receipt of order, include a calendar or outline showing the projected timeframe for completion of phases.
15. Attach required Town forms to this RFP.

DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to the Town of Jupiter Inlet Colony, Florida
by
(print individual's name and title)
for
(print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the Individual
signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which proposals or applies to proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(indicate which statement applies.)**

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the final order)**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

STATE OF _____
COUNTY OF _____

The foregoing document was sworn and subscribed before me this ____ day of _____, 2019 by _____ who is personally known to me or produced _____ as identification.

Notary Public
My Commission Expires: