

OKALOOSA COUNTY AIRPORTS- SECURITY MAINTENANCE, REPAIR AND SUPPORT SERVICES, REQUEST FOR PROPOSALS (RFP)

TECHNICAL REQUIREMENTS

FINAL RFP
May 16 2018

VPS RFP No. AP 48-18
RS&H No. 201-0251-007



10748 Deerwood Park Boulevard South
Jacksonville, Florida 32256-0597
904-256-2500
Fax: 904-256-2501
FL Cert. Nos. AAC001886 EB0005620 LCC0002!0

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NOTICE TO RESPONDENTS

SECURITY, MAINTENANCE, REPAIR, AND SUPPORT SERVICES

For

OKALOOSA COUNTY AIRPORTS

RFP AP 48-18

Notice is hereby given that the Board of County Commissioners of Okaloosa County requests proposals until July 5, 2018 at 3:00 p.m. for Okaloosa County Airports security system services at all three airports. Proposals must be submitted in a sealed envelope clearly marked as notated below.

Interested respondents desiring consideration shall provide an original and five (5) copies (total of 6 copies) of their Request for Proposals (RFP) submittal. Submissions shall be portrait orientation, unbound, and 8½” x 11” where practical.

All originals must have original signatures in blue pen ink.

Proposals will be consolidated and distributed to procurement selection committee members. A public notification will be issued with an agenda for the meeting that proposals will be scored with recommendation for selection to pursue a contract. Proposals may be submitted prior to the cut-off date by being delivered in person or by mail to the Purchasing Department at the below address. NOTE: Crestview, FL is not a next day guaranteed delivery location by most delivery services. Respondents using mail or delivery services assume all risks of late or non-delivery.

Beginning on June 4, 2018 , digital copies of the proposal requirements may be downloaded from the Okaloosa County Purchasing website (<http://www.co.okaloosa.fl.us/purchasing/home>) and then accessing the link “View Current Solicitations” or by accessing the Florida Purchasing Group Website at <http://www.floridabidsystem.com/Bids/ViewOpenSolicitations.asp>.

All proposals should be addressed as follows:

Airports Security, Maintenance, Repair and Support Services
Okaloosa County Purchasing Department
5479A Old Bethel Road
Crestview, FL 32536

Jeffrey Hyde
Purchasing Director

Date

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY, FL

Graham W. Fountain
Chair



*OKALOOSA COUNTY AIRPORTS-SECURITY
MAINTENANCE, REPAIR AND SUPPORT SERVICES
REQUEST FOR PROPOSAL (RFP) AP 48-18*

.Procurement and contracting requirements

The initial contract term is anticipated to be three (3) years, with the option for two (2), one (1)-year renewals. Each renewal must be mutually agreed upon in writing by both parties.

GENERAL SERVICES INSURANCE REQUIREMENTS

CONTRACTORS INSURANCE

1. The Contractor shall not commence any work in connection with this Agreement until he has obtained all required insurance and such insurance has been approved by the Okaloosa County Risk Manager or designee.
2. All insurance policies shall be with insurers authorized to do business in the State of Florida.
3. All insurance shall include the interest of all entities named and their respective officials, employees & volunteers of each and all other interests as may be reasonably required by Okaloosa County. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
4. Where applicable, the County shall be shown as an Additional Insured with a Waiver of Subrogation on the Certificate of Insurance.
5. The County shall retain the right to reject all insurance policies that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day notice to the Contractor.
6. The County reserves the right at any time to require the Contractor to provide copies of any insurance policies to document the insurance coverage specified in this Agreement.
7. The designation of Contractor shall include any associated or subsidiary company which is involved and is a part of the contract and such, if any associated or subsidiary company involved in the project must be named in the Workers' Compensation coverage.
8. Any exclusions or provisions in the insurance maintained by the Contractor that excludes coverage for work contemplated in this agreement shall be deemed unacceptable and shall be considered breach of contract.

WORKERS' COMPENSATION INSURANCE

1. The Contractor shall secure and maintain during the life of this Agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case any work is sublet, with the approval of the County, the Contractor shall require the Subcontractor similarly to provide Workers' Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished to the County not less than ten (10) days prior to the commencement of any and all sub-contractual Agreements which have been approved by the County.
2. Contractor must be in compliance with all applicable State and Federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act or Jones Act, if applicable.
3. No class of employee, including the Contractor himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage.

BUSINESS AUTOMOBILE LIABILITY

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident. If the contractor does not own vehicles, the contractor shall maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Policy. Contractor must maintain this insurance coverage throughout the life of this Agreement.

COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor shall carry other Commercial General Liability insurance against all other Bodily Injury, Property Damage and Personal and Advertising Injury exposures.
2. All liability insurance (other than Professional Liability) shall be written on an occurrence basis and shall not be written on a claims-made basis. If the insurance is issued with an aggregate limit of liability, the aggregate limit of liability shall apply only to the locations included in this Agreement. If, as the result of any claims or other reasons, the available limits of insurance reduce to less than those stated in the Limits of Liability, the Contractor shall notify the County representative in writing. The Contractor shall purchase additional liability insurance to maintain the requirements established in this Agreement. Umbrella or Excess Liability insurance can be purchased to meet the Limits of Liability specified in this Agreement.
3. Commercial General Liability coverage shall include the following:
 - 1.) Premises & Operations Liability
 - 2.) Bodily Injury and Property Damage Liability
 - 3.) Independent Contractors Liability
 - 4.) Contractual Liability
 - 5.) Products and Completed Operations Liability

- Contractor shall agree to keep in continuous force Commercial General Liability coverage for the length of the contract.

LIMITS OF LIABILITY

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:

	<u>LIMIT</u>
1. Worker's Compensation	
1.) State	Statutory
2.) Employer's Liability	\$500,000 each accident
2. Business Automobile	\$1M each occurrence (A combined single limit)
3. Commercial General Liability	\$1M each occurrence for Bodily Injury & Property Damage \$1M each occurrence Products and completed operations
4. Personal and Advertising Injury	\$1M each occurrence
5. Professional Liability (E&O)	\$1,000,000 (claims made)

NOTICE OF CLAIMS OR LITIGATION

The Contractor agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within ten (10) days of the Contractor's knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day the Contractor becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

INDEMNIFICATION & HOLD HARMLESS

Contractor shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this contract.

Note: For Contractor's convenience, this certification form is enclosed and is made a part of the bid package.

CERTIFICATE OF INSURANCE

- Certificates of insurance indicating the job site and evidencing all required coverage must be submitted not less than 10 days prior to the commencement of any of the work. The certificate holder(s) shall be as follows: Okaloosa County, 5479A Old Bethel Road, Crestview, Florida, 32536.

2. The contractor shall provide a Certificate of Insurance to the County with a thirty (30) day notice of cancellation; ten (10 days' notice if cancellation is for nonpayment of premium).
3. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of the contractor to provide the proper notice. Such notification shall be in writing by registered mail, return receipt requested, and addressed to the Okaloosa County Purchasing Department at 5479-A Old Bethel Road, Crestview, FL 32536.
4. In the event the contract term goes beyond the expiration date of the insurance policy, the contractor shall provide the County with an updated Certificate of insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The County reserves the right to suspend the contract until this requirement is met.
5. The certificate shall indicate if coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the certificate will show a retroactive date, which should be the same date of the initial contract or prior.
6. All certificates shall be subject to Okaloosa County's approval of adequacy of protection and the satisfactory character of the Insurer. County reserves the right to approve or reject any deductible/SIR above \$10,000. The Certificates of Insurance shall disclose any and all deductibles or self-insured retentions (SIRs).
7. All deductibles or SIRs, whether approved by Okaloosa County or not, shall be the Contractor's full responsibility. In particular, the Contractor shall afford full coverage as specified herein to entities listed as Additional Insured.
8. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR. Specific written approval from Okaloosa County will only be provided upon demonstration that the Contractor has the financial capability and funds necessary to cover the responsibilities incurred as a result of the deductible or SIR.

GENERAL TERMS

Any type of insurance or increase of limits of liability not described above which, the Contractor required for its own protection or on account of statute shall be its own responsibility and at its own expense.

Any exclusions or provisions in the insurance maintained by the contractor that excludes coverage for work contemplated in this contract shall be deemed unacceptable and shall be considered breach of contract.

The carrying of the insurance described shall in no way be interpreted as relieving the Contractor of any responsibility under this contract.

Should the Contractor engage a subcontractor or sub-subcontractor, the same conditions will apply under this Agreement to each subcontractor and sub-subcontractor.

The Contractor hereby waives all rights of subrogation against Okaloosa County and its consultants and other indemnities of the Contractor under all the foregoing policies of insurance.

UMBRELLA INSURANCE

The Contractor shall have the right to meet the liability insurance requirements with the purchase of an umbrella insurance policy. In all instances, the combination of primary and umbrella liability coverage must equal or exceed the minimum liability insurance limits stated in this Agreement.

GENERAL PROPOSAL CONDITIONS

1. PRE-PROPOSAL ACTIVITY -

Except as provided in this section, respondents are prohibited from contacting or lobbying the County, County Administrator, Commissioners, County staff, and Selection Committee members, or any other person authorized on behalf of the County related or involved with the solicitation. All inquiries on the scope of work, specifications, additional requirements, attachments, terms and general conditions or instructions, or any issue must be directed in writing, by US mail or email to:

Okaloosa County Purchasing Department
5479A Old Bethel Road
Crestview, FL 32536
Email: dmason@myokaloosa.com
(850) 689-5960

All questions or inquiries must be received no later than the last day for questions (reference RFP & Respondent's Acknowledgement form). Any addenda or other modification to the bid documents will be issued by the County five (5) days prior to the date and time of bid closing, as a written addenda distributed to all prospective respondents by posting to the Florida Online Bid System (Florida Purchasing Group) and the Okaloosa County Web Site.

To access the Florida Online Bid System go to: <https://www.bidnetdirect.com/florida> to access the Okaloosa County Web Site go to: <http://www.co.okaloosa.fl.us/purchasing/current-solicitations>.

Such written addenda or modification shall be part of the proposal documents and shall be binding upon each respondent. Each respondent is required to acknowledge receipt of any and all addenda in writing and submit with their proposal. No respondent may rely upon any verbal modification or interpretation.

2. PREPARATION OF PROPOSAL – The proposal form is included with the proposal documents. Additional copies may be obtained from the County. The respondent shall submit originals and bid forms in accordance with the public notice.

All blanks in the proposal documents shall be completed by printing in ink or by typewriter in both words and numbers with the amounts extended, totaled and the proposal signed. A proposal price shall be indicated for each section, proposal item, alternative, adjustment unit price item, and unit price item listed therein, or the words "No Proposal", "No Change", or "Not Applicable" entered. No changes shall be made to the phraseology of the form or in the items mentioned therein. In case of any discrepancy between the written amount and the numeric figures, the written amount shall govern. Any proposal which contains any omissions, erasures, alterations, additions, irregularities of any kind, or items not called for which shall in any manner fail to conform to the conditions of public notice inviting proposals may be rejected.

A proposal submitted by a corporation shall be executed in the corporate name by the president or a vice president or other corporate officer who has legal authority to sign.

A proposal submitted by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature). The official address of the partnership shall be shown below the signature.

A proposal submitted by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm must be shown below the signature.

A proposal submitted by an individual shall show the respondent's name and official address.

A proposal submitted by a joint venture shall be executed by each joint venture in the manner indicated on the proposal form. The official address of the joint venture must be shown below the signature.

All signatures shall be in blue ink. All names shall be typed or printed below the signature.

The proposal shall contain an acknowledgement of receipt of all Addenda, the numbers of which shall be filled in on the form. The address and telephone # for communications regarding the proposal shall be shown.

If the respondent is an out-of-state corporation, the proposal shall contain evidence of respondent's authority and qualification to do business as an out-of-state corporation in the State of.

3. **AUTHORITY TO PIGGYBACK** - All respondents submitting a response to this Request for Proposal agree that such response also constitutes a proposal to other Florida local governments under the same conditions, for the same contract price, and for the same effective period, should the respondent feel it is in their best interest to do so.

Each governmental agency desiring to accept this proposal and make an award thereof shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this RFP. This provision in no way restricts or interferes with the right of any governmental agency to independently procure any or all items.

4. **INTEGRITY OF PROPOSAL DOCUMENTS** - Respondents shall use the original Proposal documents provided by the Purchasing Department and enter information only in the spaces where a response is requested. Respondents may use an attachment as an addendum to the Proposal documents if sufficient space is not available. Any modifications or alterations to the original proposal documents by the respondent, whether intentional or otherwise, will constitute grounds for rejection of a proposal. Any such modifications or alterations that a respondent wishes to propose must be clearly stated in the respondent's response in the form of an addendum to the original proposal documents.
5. **SUBMITTAL OF PROPOSAL** – A proposal shall be submitted no later than the date and time prescribed and at the place indicated in the advertisement or invitation to proposal and shall be enclosed in an opaque sealed envelope plainly marked with the project title (and, if applicable, the designated portion of the project for which the proposal is submitted), the name and address of the respondent, and shall be accompanied by the proposal security and other required documents. It is the respondent's responsibility to assure that its proposal is delivered at the proper time and place. Offers by telegram, facsimile, or telephone will **NOT** be accepted.

Note: Crestview is not a next day delivery site for overnight carriers.

6. **MODIFICATION & WITHDRAWAL OF PROPOSAL** - A proposal may be modified or withdrawn by an appropriate document duly executed in the manner that a proposal must be executed and delivered to the place where proposals are to be submitted prior to the date and time for the opening of proposals.

If within 24 hours after proposals are opened any respondent files a duly signed written notice with the County and promptly thereafter demonstrates to the reasonable satisfaction of the County that there was a material substantial mistake in the preparation of its proposal, that respondent may withdraw its proposal, and the proposal security may be returned. Thereafter, if the work is re-proposal, that respondent will be disqualified from 1) further purposing on the work, and 2) doing any work on the contract, either as a subcontractor or in any other capacity.

7. **PROPOSALS TO REMAIN SUBJECT TO ACCEPTANCE** – All proposals will remain subject to acceptance or rejection for sixty (60) calendar days after the day of the proposal opening, but the County may, in its sole discretion, release any proposal and return the proposal security prior to the end of this period.
8. **IDENTICAL TIE PROPOSALS** – In cases of identical procurement responses, the award shall be determined either by lot or on the basis of factors deemed to serve the best interest of the County. In the case of the latter, there must be adequate documentation to support such a decision.
9. **CONDITIONAL & INCOMPLETE PROPOSALS** - Okaloosa County specifically reserves the right to reject any conditional proposal and proposals which make it impossible to determine the true amount of the proposal.
10. **PROPOSAL PRICE** – The proposal price shall include all equipment, labor, materials, permit(s), freight, taxes, required insurance, Public Liability, Property Damage and Workers' Compensation, etc. to cover the finished work called for.
11. **ADDITION/DELETION OF ITEM** – The County reserves the right to add or delete any item from this proposal or resulting contract when deemed to be in the County's best interest.
12. **SPECIFICATION EXCEPTIONS** – Specifications are based on the most current literature available. Respondent shall clearly list any change in the manufacturer's specifications which conflict with the proposal specifications. Respondent must also explain any deviation from the proposal specification in writing, as a foot note on the applicable proposal page and enclose a copy of the manufacturer's specifications data detailing the changed item(s) with their proposal. Failure of the respondent to comply with these provisions will result in respondents being held responsible for all costs required to bring the equipment in compliance with proposal specifications.
13. **APPLICABLE LAWS & REGULATIONS** – All applicable Federal and State laws, County and municipal ordinances, orders, rules and regulations of all authorities having jurisdiction over the project shall apply to the proposal throughout, and they will be deemed to be included in the contract the same as though they were written in full therein.
14. **DISQUALIFICATION OF RESPONDENTS** - Any of the following reasons may be considered as sufficient for the disqualification of a respondent and the rejection of its proposal:

- a. Submission of more than one proposal for the same work from an individual, firm or corporation under the same or different name.
- b. Evidence that the respondent has a financial interest in the firm of another respondent for the same work.
- c. Evidence of collusion among respondents. Participants in such collusion will receive no recognition as respondents for any future work of the County until such participant has been reinstated as a qualified respondent.
- d. Uncompleted work which in the judgment of the County might hinder or prevent the prompt completion of additional work if awarded.
- e. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.
- f. Default under previous contract.
- g. Listing of the respondent by Local, State or Federal Government on its barred/suspended vendor list.

15. AWARD OF CONTRACT -

Okaloosa County Review - A selection committee will review all proposals and will participate in the Recommendation to Award.

The contract shall be awarded to the responsible and responsive respondent whose proposal is determined to be the most advantageous to the County, taking into consideration the price and other criteria set forth in the request for proposals. The County reserves the right to reject any and all proposals or to waive any irregularity or technicality in proposals received. The County shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.

Okaloosa County reserves the right to waive any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal and to accept the proposal that in its judgment will best serve the interest of the County.

Okaloosa County specifically reserves the right to reject any conditional proposals and proposals which make it impossible to determine the true amount of the proposal. Each item must be proposal separately and no attempt is to be made to tie any item or items to any other item or items.

- 16. PAYMENTS** – The respondent shall be paid upon submission of invoices and approval of acceptance by Okaloosa County Board of County Commissioners, Finance Office, 302 N. Wilson St., #203, Crestview FL 32536, for the prices stipulated herein for articles delivered and accepted. Invoices must show Contract number.

- 17. DISCRIMINATION** - An entity or affiliate who has been placed on the discriminatory vendor list may not submit a proposal on a contract to provide 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 of real property to a public entity, may not award 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.

18. PUBLIC ENTITY CRIME INFORMATION - Pursuant to Florida Statute 287.133, a respondent 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 s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

19. CONFLICT OF INTEREST - The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their proposals the name of any officer, director, or agent who is also a public officer or an employee of the Okaloosa Board of County Commissioners, or any of its agencies. Furthermore, all respondents must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.

Note: For respondent's convenience, this certification form is enclosed and is made a part of the proposal package.

20. REORGANIZATION OR BANKRUPTCY PROCEEDINGS – Proposals will not be considered from respondents who are currently involved in official financial reorganization or bankruptcy proceedings.

21. INVESTIGATION OF RESPONDENT – The County may make such investigations, as it deems necessary to determine the stability of the respondent to perform the work and that there is no conflict of interest as it relates to the project. The respondent shall furnish to the Owner any additional information and financial data for this purpose as the County may request.

22. CONE OF SILENCE - The Okaloosa County Board of County Commissioners has established a solicitation silence policy (**Cone of Silence**) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal proposals, Request for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department. The period commences from the date of advertisement until award of contract.

Note: For respondent's convenience, this certification form is enclosed and is made a part of the proposal package.

23. REVIEW OF PROCUREMENT DOCUMENTS - Per Florida Statute 119.071(1)(b)2. sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public disclosure until such time as the County provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

24. COMPLIANCE WITH FLORIDA STATUTE 119.0701 - The Respondent shall comply with all the provisions of section 119.0701, Florida Statutes relating to the public records which requires, among other things, that the Respondent: (a) Keep and maintain public records; (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the respondent upon termination of the contract.

25. PROTECTION OF RESIDENT WORKERS – The Okaloosa County Board of County Commissioners actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verifications, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verifications. The respondent shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment. Okaloosa County reserves the right to request documentation showing compliance with the requirements.

Respondents doing construction business with Okaloosa County are required to use the Federal Government Department of Homeland Security’s website and use the E-Verify Employment Eligibility Verifications System to confirm eligibility of all employees to work in the United States.

26. SUSPENSION OR TERMINATION FOR CONVENIENCE - The County may, at any time, without cause, order Respondent in writing to suspend, delay or interrupt the work in whole or in part for such period of time as the County may determine, or to terminate all or a portion of the Contract for the County’s convenience. Upon such termination, the Contract Price earned to the date of termination shall be paid to Respondent, but Respondent waives any claim for damages, including loss of profits arising out of or related to the early termination. Those Contract provisions which by their nature survive final acceptance shall remain in full force and effect. If the County orders a suspension, the Contract price and Contract time may be adjusted for increases in the cost and time caused by suspension, delay or interruption. No adjustment shall be made to the extent that performance is, was or would have been so suspended, delayed or interrupted by reason for which Respondent is responsible; or that an equitable adjustment is made or denied under another provision of this Contract.

27. FAILURE OF PERFORMANCE/DELIVERY - In case of default by the respondent, the County after due notice (oral or written) may procure the necessary supplies or services from other sources and hold the respondent responsible for difference in cost incurred. Continuous instances of default shall result in cancellation of the contract and removal of the respondent from the proposal list for duration of one (1) year, at the option of the County.

28. AUDIT - If requested, respondent shall permit the County or an authorized, independent audit agency to inspect all data and records of respondent relating to its performance and its subcontracts under this contract from the date of the contract through and until three (3) years after the expiration of contract.

29. EQUAL EMPLOYMENT OPPORTUNITY; NON DISCRIMINATION – Respondent shall not discriminate against any employee or an applicant for employment because of race, color, religion, gender, sexual orientation, national origin, age, familial status or handicap.

30. NON-COLLUSION – Respondent certifies that it has entered into no agreement to commit a fraudulent, deceitful, unlawful or wrongful act, or any act which may result in an unfair advantage over other respondents. See Florida Statute 838.22.

31. UNAUTHORIZED ALIENS/PATRIOT’S ACT – The knowing employment by respondent or its subcontractors of any alien not authorized to work by the immigration laws is prohibited and shall be a default of the contract. In the event that the respondent is notified or becomes aware of such default, the respondent shall take steps as are necessary to terminate said employment with 24 hours of notification or actual knowledge that an alien is being employed. Respondent’s failure to take such

steps as are necessary to terminate the employment of any said alien within 24 hours of notification or actual knowledge that an alien is being employed shall be grounds for immediate termination of the contract. Respondent shall take all commercially reasonable precautions to ensure that it and its subcontractors do not employ persons who are not authorized to work by the immigration laws.

32. The following documents are to be submitted with the proposal packet:

Part 1: Regulatory forms and documents:

- A. Drug-Free Workplace Certification Form
- B. Conflict of Interest
- C. Federal E-Verify
- D. Cone of Silence
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Part 2: proposal Documents:

- A. Written proposal.
- B. Bid Proposal Forms

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DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED RESPONDENT CERTIFIES that it has implemented 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 quote 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 quote, 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, Florida Statutes, 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, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is 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 this statement, I certify that this firm complies fully with the above requirements.

DATE: _____

SIGNATURE: _____

COMPANY: _____

NAME: _____

(Typed or Printed)

ADDRESS: _____

TITLE: _____

E-MAIL: _____

PHONE NO.: _____

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all respondents, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either “yes” (a county employee, elected official, or agency is also associated with your business), or “no”. If yes, give person(s) name(s) and position(s) with your business.

YES: _____

NO: _____

NAME(S)

POSITION(S)

FIRM NAME: _____

BY (PRINTED): _____

BY (SIGNATURE): _____

TITLE: _____

ADDRESS: _____

PHONE NO.: _____

E-MAIL: _____

DATE: _____

FEDERAL E-VERIFY COMPLIANCE CERTIFICATION

In accordance with Okaloosa County Policy and Executive Order Number 11-116 from the office of the Governor of the State of Florida, Respondent hereby certifies that the U.S. Department of Homeland Security's E-Verify system will be used to verify the employment eligibility of all new employees hired by the respondent during the contract term, and shall expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term; and shall provide documentation such verification to the COUNTY upon request.

As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements.

DATE: _____

SIGNATURE: _____

COMPANY: _____

NAME: _____

ADDRESS: _____

TITLE: _____

E-MAIL: _____

PHONE NO.: _____

CONE OF SILENCE

The Board of County Commissioners have established a solicitation silence policy (**Cone of Silence**) that prohibits oral and written communication regarding all formal solicitations for goods and services (ITB, RFP, ITQ, ITN, and RFQ) or other competitive solicitation between the bidder (or its agents or representatives) or other entity with the potential for a financial interest in the award (or their respective agents or representatives) regarding such competitive solicitation, and any County Commissioner or County employee, selection committee member or other persons authorized to act on behalf of the Board including the County's Architect, Engineer or their sub-consultants, or anyone designated to provide a recommendation to award a particular contract, other than the Purchasing Department Staff..

The period commences from the time of advertisement until contract award.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Purchasing Manager or an appointed representative. It shall be the Purchasing Manager's decision whether to consider this information in the decision process.

Any violation of this policy shall be grounds to disqualify the respondent from consideration during the selection process.

All respondents must agree to comply with this policy by signing the following statement and including it with their submittal.

I _____ representing _____
Signature Company Name

On this _____ day of _____ 2018 hereby agree to abide by the County's "**Cone of Silence Clause**" and understand violation of this policy shall result in disqualification of my proposal/submittal.

INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, Respondent shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Respondent and other persons employed or utilized by the Respondent in the performance of this Agreement.

Respondent's Company Name

Authorized Signature – Manual

Physical Address

Authorized Signature – Typed

Mailing Address

Title

Phone Number

FAX Number

Cellular Number

After-Hours Number(s)

Date

Email

COMPANY DATA

Respondent's Company Name:

Physical Address & Phone #:

Contact Person (Typed-Printed):

Phone #:

Cell #:

Email:

Federal ID or SS #:

Respondent's License #:

Respondent's DUNS #:

Fax #:

Emergency #'s After Hours,
Weekends & Holidays:

SYSTEM FOR AWARD MANAGEMENT (OCT 2016)

(a) Definitions. As used in this provision.

“Electronic Funds Transfer (EFT) indicator” means a four-character suffix to the unique entity identifier. The suffix is assigned at the discretion of the commercial, nonprofit, or Government entity to establish additional System for Award Management records for identifying alternative EFT accounts (see [subpart 32.11](#)) for the same entity.

“Registered in the System for Award Management (SAM) database” means that.

(1) The Offeror has entered all mandatory information, including the unique entity identifier and the EFT indicator, if applicable, the Commercial and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and Transparency Act of 2006 (see [subpart 4.14](#)) into the SAM database;

(2) The offeror has completed the Core, Assertions, and Representations and Certifications, and Points of Contact sections of the registration in the SAM database;

(3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS). The offeror will be required to provide consent for TIN validation to the Government as a part of the SAM registration process; and

(4) The Government has marked the record “Active”.

“Unique entity identifier” means a number or other identifier used to identify a specific commercial, nonprofit, or Government entity. See www.sam.gov for the designated entity for establishing unique entity identifiers.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The Offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “Unique Entity Identifier” followed by the unique entity identifier that identifies the Offeror’s name and address exactly as stated in the offer. The Offeror also shall enter its EFT indicator, if applicable. The unique entity identifier will be used by the Contracting Officer to verify that the Offeror is registered in the SAM database.

(c) If the Offeror does not have a unique entity identifier, it should contact the entity designated at www.sam.gov for establishment of the unique entity identifier directly to obtain one. The Offeror should be prepared to provide the following information:

- (1) Company legal business name.
- (2) Tradestyle, doing business, or other name by which your entity is commonly recognized.
- (3) Company Physical Street Address, City, State, and Zip Code.
- (4) Company Mailing Address, City, State and Zip Code (if separate from physical).
- (5) Company telephone number.
- (6) Date the company was started.
- (7) Number of employees at your location.
- (8) Chief executive officer/key manager.
- (9) Line of business (industry).
- (10) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) Offerors may obtain information on registration at <https://www.acquisition.gov> .

Offerors SAM information:

Entity Name: _____

Entity Address: _____

Duns Number: _____

CAGE Code: _____

LOBBYING - 31 U.S.C. 1352, as amended

APPENDIX A, 44 CFR PART 18--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

_____ Signature of Contractor's Authorized Official

_____ Name and Title of Contractor's Authorized Official

_____ Date

DRAFT CONTRACT

Please note: this contract is a draft for bidder to view and understand the County's standard terms and conditions, it is subject to revisions. By submitting a bid/proposal bidder/respondent understands and acknowledges that the draft contract is not an offer. Bidders/respondents are not to sign this draft contract.

CONTRACT For RFP AP 48-18

OKALOOSA COUNTY AIRPORTS-SECURITY, MAINTENANCE, REPAIR AND SUPPORT SERVICES

This Contract executed and entered into this _____ day of _____, 2018, between Okaloosa County, Florida, (hereinafter the "County"), whose principal address is 1250 N. Eglin Parkway, Shalimar, Florida 32579, and _____, (hereinafter the "Contractor"), a foreign limited liability company certified to conduct business in the State of Florida, whose principal address is _____, states as follows:

WITNESSETH:

WHEREAS, the County through a Request for Proposal and Respondents Acknowledgement solicited for Okaloosa County Airports-Security, maintenance, repair and support services; and

WHEREAS, after due review of all responses, _____ has been selected as the Contractor for Okaloosa County Airports-Security, maintenance, repair and support services; and

WHEREAS, the County, as a recipient of federal assistance, is required to incorporate specific provisions in all contracts, regardless of funding source, with additional provisions being required for federally funded projects. These provisions are being incorporated per this amendment as stated in Exhibit "B" attached hereto; and

WHEREAS, the County desires the services of the Contractor and the Contractor is willing and able to perform all services in accordance with this Contract.

NOW, THEREFORE, the parties hereto agree as follows:

I. Incorporation of Documents

The following documents are incorporated herein by reference into this Contract and are attached as:

1. Exhibit "A", Request for Proposals & Respondent's Acknowledgment/Contractor's Submittal, **RFP AP 48-18, OKALOOSA COUNTY AIRPORTS-SECURITY, MAINTENANCE, REPAIR AND SUPPORT SERVICES**; date of opening _____ and any addendums thereto.
2. Exhibit "B", Standard Additional Clauses, attached hereto and made a part of this contract.

All terms within the above referenced documents are in full force and effect and shall be binding upon both parties.

II. Scope of Work

The Contractor will provide services as further outlined in the attached Exhibit "A". Any changes to this Contract shall be by a contract amendment, which must be agreed to in writing and fully executed by both parties.

III. Payment

The Contractor will be paid for the delivery of services provided in accordance with the terms and conditions of this contract and attached Exhibit "A" (Request for Proposal & Respondent's Acknowledgment/Contractor's Submittal).

IV. Invoice Requirements

The Contractor shall request payment through submission of a properly completed invoice. County shall make payments within thirty (30) days of receipt of invoice. Invoicing and monthly reporting shall be in sufficient detail for pre- and post-audit review to ensure the services were performed and that the correct amount has been invoiced.

In the event a portion of an invoice submitted to the County for payment to the Contractor, as specified above, is disputed, payment for the disputed amount may be withheld pending resolution of the dispute, and the remainder of the invoice will be processed for payment without regard to that portion which is in dispute.

V. Duration of Contract and Termination of the Contract

This Contract will be effective upon signing of contract by both parties and will run for three (3) years with the option for two (2) one (1) year renewals upon written agreement by both parties.

The County may terminate this Contract with or without cause by providing thirty (30) days written notice to the Contractor. If terminated, Contractor shall be owed for services rendered and equipment provided up until the point of termination.

The County may terminate this Contract in whole or part for cause, if the County determines that the performance of the Contractor is not satisfactory. The County shall notify the Contractor of the deficiency in writing with a requirement that the deficiency be corrected within ten (10) days of such notice. Such notice shall provide reasonable specificity to the Contractor of the deficiency that requires correction. If the deficiency is not corrected within such time period, the County may either (1) immediately terminate the Contract, or (2) take whatever action is deemed appropriate to correct the deficiency. In the event the County chooses to take action and not terminate the Contract, the Contractor shall, upon demand, promptly reimburse the County for any and all costs and expenses incurred by the County in correcting the deficiency.

If the County terminates the Contract, the County shall notify the Contractor of such termination in writing, with instruction to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

The County reserves the right to unilaterally cancel this Contract for refusal by the Contractor or any contractor, sub-contractor or materials vendor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Contract unless the records are exempt.

Upon receipt of a final termination or suspension notice under this Article, the Contractor shall proceed promptly to carry out the actions required in such notice, which may include any or all of the following:

1. Necessary action to terminate or suspend, as the case may be, Project activities and contracts and such other action as may be required or desirable to keep to a minimum the costs upon the basis of which the financing is to be computed; and
2. Furnish a statement of the activities and other undertakings the cost of which are otherwise includable as costs under this Agreement. The termination or suspension shall be carried out in conformity with the latest schedule of costs as approved by the County. The closing out of federal financial participation in the services provided shall not constitute a waiver of any claim which the County may otherwise have arising out of this Agreement.

VI. Remedies

This Contract shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this Contract shall be held in Okaloosa County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

VII. Intent of Contract Documents

It is the intent of the Contract Documents to describe a functionally complete project to be performed in accordance with the Contract Documents. Any work, materials or equipment that may reasonably be inferred from the Contract Documents as being required to produce the intended result shall be supplied whether or not specifically called for. When words that have a well-known technical or trade meaning are used to describe work, materials or equipment, such words shall be interpreted in accordance with that meaning. Reference to standard specifications, manuals or codes of any technical society, organization or association or to the laws or regulations of any governmental authority having jurisdiction over the Project, whether such reference be specific or by implication, shall mean the latest standard specification, manual, code, law or regulation in effect at the time the Work is performed, except as may be otherwise specifically stated herein.

VIII. Investigation

Contractor shall have the sole responsibility of satisfying itself concerning the nature and location of the Work and the general and local conditions, and particularly, but without limitation, with respect to the following: those affecting transportation, access, disposal, handling and storage of materials; availability and quality of labor; water and electric power; availability and condition of roads; work area; living facilities; climatic conditions and seasons; physical conditions at the work site and the project area as a whole; topography and ground surface conditions; nature and quantity of the surface materials to be encountered; subsurface conditions; equipment and facilities needed preliminary to and during performance of the Work; and all other costs associated with such performance. The failure of Contractor to acquaint itself with any applicable conditions shall not relieve Contractor from any of its responsibilities to perform under the Contract Documents, nor shall it be considered the basis for any claim for additional time or compensation.

IX. Notice

All notices required by this Contract shall be in writing to the representatives listed below:

The authorized representatives of the County shall be:

John Hofstad, County Administrator
1250 North Eglin Parkway, Suite 102
Shalimar, Florida 32579
Phone: 850-651-7515
Fax: 850-651-7551
Email: jhofstad@myokaloosa.com

The authorized representative for _____ shall be:

Courtesy copy to:

Okaloosa County Purchasing Department
5479A Old Bethel Road
Crestview, FL 32536
Phone: 850-689-5960
Fax: 850-689-5998
Email: dmason@myokaloosa.com

X. Public Records

Any record created by either party in accordance with this Contract shall be retained and maintained in accordance with the public records law, Florida Statutes, Chapter 119.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT OKALOOSA COUNTY RISK MANAGEMENT DEPARTMENT 5479 OLD BETHEL ROAD CRESTVIEW, FL 32536 PHONE: (850) 689-5977 riskinfo@myokaloosa.com.

Contractor must comply with the public records laws, Florida Statute chapter 119, specifically Contractor must:

1. Keep and maintain public records required by the County to perform the service.
2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the County.
4. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the contractor or keep and maintain public records required by the County to perform the service.

If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

XII. Audit

The County and/or its designee shall have the right from time to time at its sole expense to audit the compliance by the Contractor with the terms, conditions, obligations, limitations, restrictions, and requirements of this Contract and such right shall extend for a period of three (3) years after termination of this Contract.

XIII. Assignment

Contractor shall not assign this Contract or any part thereof, without the prior consent in writing of the County. If Contractor does, with approval, assign this Contract or any part thereof, it shall require that its assignee be bound to it and to assume toward Contractor all of the obligations and responsibilities that Contractor has assumed toward the County.

XIV. Entire Contract & Waivers

This Contract and all exhibits as incorporated herein, contain the entire contract between the parties and supersedes all prior oral or written contracts. Contractor acknowledges that it has not relied upon any statement, representation, prior or contemporaneous written or oral promises, agreements or warranties, except such as are expressed herein. The terms and conditions of this Contract can only be amended in writing upon mutual agreement of the parties and signed by both parties.

The waiver by a party of any breach or default in performance shall not be deemed to constitute a waiver of any other or succeeding breach or default. The failure of the County to enforce any of the provisions hereof shall not be construed to be a waiver of the right of the County thereafter to enforce such provisions.

XV. Severability

If any term or condition of this Contract shall be deemed, by a court having appropriate jurisdiction, invalid or unenforceable, the remainder of the terms and conditions of this Contract shall remain in full force and effect. This Contract shall not be more strictly construed against either party hereto by reason of the fact that one party may have drafted or prepared any or all the terms and provisions hereof.

XVI. Independent Contractor

Contractor enters into this Contract as, and shall continue to be, an independent contractor. All services shall be performed only by Contractor and Contractor's employees. Under no circumstances shall Contractor or any of Contractor's employees look to the County as his/her employer, or as partner, agent or principal. Neither Contractor, nor any of Contractor's employees, shall be entitled to any benefits accorded to the County's employees, including without limitation worker's compensation, disability insurance, vacation or sick pay. Contractor shall be responsible for providing, at Contractor's expense, and in Contractor's name, unemployment, disability, worker's compensation and other insurance as well as licenses and permits usual and necessary for conducting the services to be provided under this Contract.

XVII. Third Party Beneficiaries

It is specifically agreed between the parties executing this Contract that it is not intended by any of the provisions of any part of the Contract to create in the public or any member thereof, a third party beneficiary under this Contract, or to authorize anyone not a party to this Contract to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Contract.

XVIII. Indemnification and Hold Harmless

Contractor agrees to hold harmless, indemnify, and defend or, at the option of the County, pay the cost of defense, the County and its representative from any and all claims, losses, penalties, demands, judgments, and costs of suit, including attorneys' fees and paralegals' fees, for any expense, damage or liability incurred by any of them, whether for personal injury, property damage, direct or consequential damages, or economic loss, arising directly or indirectly on account of or in connection with the Work done by Contractor under this Contract or by any person, firm or corporation to whom any portion of the Work is subcontracted by Contractor or resulting from the use by Contractor, or by any one for whom Contractor is legally liable, of any materials, tools, machinery or other property of the County.

The Contractor's obligation under this provision shall not be limited in any way by the agreed upon contract price as shown in this contract or the Contractor's limit of, or lack of, sufficient insurance protection.

XIX. Representation of Authority to Contractor/Signatory

The individual signing this Contract on behalf of _____ represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Contract. The signatory represents and warrants to the County that the execution and delivery of this Contract and the performance of _____. Obligations hereunder have been duly authorized and that the Contract is a valid and legal agreement binding on the Contractor and enforceable in accordance with its terms.

XX. Subcontracting

Contractor shall not subcontract any services or work to be provided to County without the prior written approval of the County's Representative. The County reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Contract. The County's acceptance of a subcontractor shall not be unreasonably withheld. The Contractor is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities. Additionally, any subcontract entered into between the Contractor and subcontractor will need to be approved by the County prior to it being entered into, and said agreement shall incorporate in all required terms in accordance with local, state and Federal regulations.

XXI. Insurance

CONTRACTORS INSURANCE

1. The Contractor shall not commence any work in connection with this Agreement until he has obtained all required insurance and such insurance has been approved by the Okaloosa County Risk Manager or designee.
2. All insurance policies shall be with insurers licensed to do business in the State of Florida.

3. All insurance shall include the interest of all entities named and their respective agents, consultants, servants and employees of each and all other interests as may be reasonably required by Okaloosa County as Additional Insured. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
4. The County shall be listed as Additional Insured by policy endorsement on all insurance contracts applicable to this Agreement except Workers' Compensation.
5. The County shall be furnished proof of coverage by certificates of insurance (COI) and endorsements for every applicable insurance contract required by this Agreement. The COI's and policy endorsements must be delivered to the County Representative not less than ten (10) days prior to the commencement of any and all contractual Agreements between the County and the Contractor.
6. The County shall retain the right to reject all insurance contracts that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day notice to the Contractor.
7. The insurance definition of Insured or Additional Insured shall include Subcontractor, Sub-subcontractor, and any associated or subsidiary companies of the Contractor, which are involved, and which is a part of the contract.
8. The County reserves the right at any time to require the Contractor to provide certified copies of any insurance policies to document the insurance coverage specified in this Agreement.
9. The designation of Contractor shall include any associated or subsidiary company which is involved and is a part of the contract and such, if any associated or subsidiary company involved in the project must be named in the Workers' Compensation coverage.
10. All insurance policies shall include a clause to provide 30 days written notice to Okaloosa County for any changes, cancellations or non-renewal of the policy, with the exception of 10 day notice for cancellation due to non-payment of premium. Such notice shall be given directly to the County Representative.

WORKERS' COMPENSATION INSURANCE

4. The Contractor shall secure and maintain during the life of this Agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case any work is sublet, with the approval of the County, the Contractor shall require the Subcontractor similarly to provide Workers' Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished to the County not less than ten (10) days prior to the commencement of any and all sub-contractual Agreements which have been approved by the County.
5. Such insurance shall comply with the Florida Workers' Compensation Law.

6. No class of employee, including the Contractor himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage.

BUSINESS AUTOMOBILE AND COMMERCIAL GENERAL LIABILITY INSURANCE

4. The Contractor shall maintain Business Automobile Liability insurance coverage throughout the life of this Agreement. The insurance shall include Owned, Non-owned & Hired Motor Vehicle coverage.
5. The Contractor shall carry other Commercial General Liability insurance against all other Bodily Injury, Property Damage and Personal and Advertising Injury exposures.
6. All liability insurance (other than Professional Liability) shall be written on an occurrence basis and shall not be written on a claims-made basis. If the insurance is issued with an aggregate limit of liability, the aggregate limit of liability shall apply only to the locations included in this Agreement. If, as the result of any claims or other reasons, the available limits of insurance reduce to less than those stated in the Limits of Liability, the Contractor shall notify the County representative in writing. The Contractor shall purchase additional liability insurance to maintain the requirements established in this Agreement. Umbrella or Excess Liability insurance can be purchased to meet the Limits of Liability specified in this Agreement.
7. Commercial General Liability coverage shall be endorsed to include the following:
 - 1.) Premises – Operation Liability
 - 2.) Occurrence Bodily Injury and Property Damage Liability
 - 3.) Independent Contractors Liability
 - 4.) Products and Completed Operations Liability
5. Contractor shall agree to keep in continuous force Commercial General Liability coverage for the length of the contract.

ERRORS AND OMISSIONS INSURANCE

The firm must warrant that the firm maintains errors and omissions insurance that provides a prudent amount of coverage for negligent acts or omissions insurance and that the coverage is applicable to the work requested in this proposal.

LIMITS OF LIABILITY

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:

	<u>LIMIT</u>
1. Worker's Compensation	
1.) State	Statutory
2.) Employer's Liability	\$100,000 each accident
2. Business Automobile	\$1,000,000 each occurrence (A combined single limit)
3. Commercial General Liability	\$1,000,000 each occurrence (A combined single limit)

- | | |
|------------------------------------|---------------------------|
| 4. Personal and Advertising Injury | \$250,000 |
| 5. Professional Liability (E&O) | \$1,000,000 (claims made) |

NOTICE OF CLAIMS OR LITIGATION

The Contractor agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within ten (10) days of the Contractor's knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day the Contractor becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

CERTIFICATE OF INSURANCE

1. Certificates of insurance, in duplicate, indicating the job site and evidencing all required coverage must be submitted to and approved by Okaloosa County prior to the commencement of any of the work. The certificate holder(s) shall be as follows: Okaloosa County, 5479A Old Bethel Road, Crestview, Florida, 32536.
2. All policies shall expressly require 30 days written notice to Okaloosa County at the address set out above, or the cancellations of material alterations of such policies, and the Certificates of Insurance, shall so provide.
3. All certificates shall be subject to Okaloosa County's approval of adequacy of protection and the satisfactory character of the Insurer. County reserves the right to approve or reject all deductible/SIR above \$10,000. The Certificates of Insurance shall disclose any and all deductibles or self-insured retentions (SIRs).
4. All deductibles or SIRs, whether approved by Okaloosa County or not, shall be the Contractor's full responsibility. In particular, the Contractor shall afford full coverage as specified herein to entities listed as Additional Insured.
5. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR. Specific written approval from Okaloosa County will only be provided upon demonstration that the Contractor has the financial capability and funds necessary to cover the responsibilities incurred as a result of the deductible or SIR.

GENERAL TERMS

Any type of insurance or increase of limits of liability not described above which, the Contractor required for its own protection or on account of statute shall be its own responsibility and at its own expense.

The carrying of the insurance described shall in no way be interpreted as relieving the Contractor of any responsibility under this contract.

Should the Contractor engage a subcontractor or sub-subcontractor, the same conditions will apply under this Contract to each subcontractor and sub-subcontractor.

The Contractor hereby waives all rights of subrogation against Okaloosa County and its consultants and other indemnities of the Contractor under all the foregoing policies of insurance.

UMBRELLA INSURANCE

The Contractor shall have the right to meet the liability insurance requirements with the purchase of an umbrella insurance policy. In all instances, the combination of primary and umbrella liability coverage must equal or exceed the minimum liability insurance limits stated in this Contract.

XXII. Taxes and Assessments

Contractor agrees to pay all sales, use, or other taxes, assessments and other similar charges when due now or in the future, required by any local, state or federal law, including but not limited to such taxes and assessments as may from time to time be imposed by the County in accordance with this Agreement. Contractor further agrees that it shall protect, reimburse and indemnify County from and assume all liability for its tax and assessment obligations under the terms of the Agreement.

The County is exempt from payment of Florida state sales and use taxes. The Contractor shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the County, nor is the Contractor authorized to use the County's tax exemption number in securing such materials.

The Contractor shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Agreement.

XXIII. Compliance with Laws

Contractor shall secure any and all permits, licenses and approvals that may be required in order to perform the Work, shall exercise full and complete authority over Contractor's personnel, shall comply with all workers' compensation, employer's liability and all other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer performing services such as the Work, and shall make all reports and remit all withholdings or other deductions from the compensation paid to Contractor's personnel as may be required by any federal, state, county, or municipal law, ordinance, rule, or regulation.

XXIV. Federal Regulations

The parties agree to comply with the Federal Regulations as set forth in Exhibit B, which is expressly incorporated herein as part of the Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Contract on the respective dates under each signature.

OKALOOSA COUNTY, FLORIDA

Printed Name/Title

Graham W. Fountain, Chairman

Signature

Date:

Date:

ATTEST:

J.D. Peacock II, Clerk

Exhibit “B”

Standard Contract Clauses

Title VI Clauses for Compliance with Nondiscrimination Requirements

Compliance with Nondiscrimination Requirements

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Title VI List of Pertinent Nondiscrimination Acts and Authorities

Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority

populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The [*contractor / consultant*] has full responsibility to monitor compliance to the referenced statute or regulation. The [*contractor / consultant*] must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division

OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

E-VERIFY

Enrollment and verification requirements.

- (1) If the Contractor is not enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall-
 - a. Enroll. Enroll as a Federal Contractor in the E-Verify Program within thirty (30) calendar days of contract award;
 - b. Verify all new employees. Within ninety (90) calendar days of enrollment in the E-Verify program, begin to use E-Verify to initiate verification of employment eligibility of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); and,

- c. Verify employees assigned to the contract. For each employee assigned to the contract, initiate verification within ninety (90) calendar days after date of enrollment or within thirty (30) calendar days of the employee's assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section.)
 - (2) If the Contractor is enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall use E-Verify to initiate verification of employment eligibility of
 - a. All new employees.
 - i. Enrolled ninety (90) calendar days or more. The Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); or
 - ii. Employees assigned to the contract. For each employee assigned to the contract, the Contractor shall initiate verification within ninety (90) calendar days after date of contract award or within thirty (30) days after assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section.)
 - b. Enrolled less than ninety (90) calendar days. Within ninety (90) calendar days after enrollment as a Federal Contractor in E-Verify, the Contractor shall initiate verification of all new hires of the contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); or
 - ii. Employees assigned to the contract. For each employee assigned to the contract, the Contractor shall initiate verification within ninety (90) calendar days after date of contract award or within thirty (30) days after assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section.)
- (3) If the Contractor is an institution of higher education (as defined at 20 U.S.C. 1001(a)); a State or local government or the government of a Federally recognized Indian tribe, or a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond, the Contractor may choose to verify only employees assigned to the contract, whether existing employees or new hires. The Contractor shall follow the applicable verification requirements of (b)(1) or (b)(2), respectively, except that any requirement for verification of new employees applies only to new employees assigned to the contract.
- (4) Option to verify employment eligibility of all employees. The Contractor may elect to verify all existing employees hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), rather than just those employees assigned to the contract. The Contractor shall initiate verification for each existing employee working in the United States who was hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), within one hundred eighty (180) calendar days of-
 - i. Enrollment in the E-Verify program; or
 - ii. Notification to E-Verify Operations of the Contractor's decision to exercise this option, using the contract information provided in the E-Verify program Memorandum of Understanding (MOU)

(5) The Contractor shall comply, for the period of performance of this contract, with the requirements of the E-Verify program MOU.

i. The Department of Homeland Security (DHS) or the Social Security Administration (SSA) may terminate the Contractor's MOU and deny access to the E-Verify system in accordance with the terms of the MOU. In such case, the Contractor, will be referred to a suspension or debarment official.

ii. During the period between termination of the MOU and a decision by the suspension or debarment official whether to suspend or debar, the contractor is excused from its obligations under paragraph (b) of this clause. If the suspension or debarment official determines not to suspend or debar the Contractor, then the Contractor must reenroll in E-Verify.

iii. Web site. Information on registration for and use of the E-Verify program can be obtained via the Internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

Individuals previously verified. The Contractor is not required by this clause to perform additional employment verification using E-Verify for any employee-

- (a) Whose employment eligibility was previously verified by the Contractor through the E-Verify program;
- (b) Who has been granted and holds an active U.S. Government security clearance for access to confidential, secret, or top secret information in accordance with the National Industrial Security Program Operating Manual; or
- (c) Who has undergone a completed background investigation and been issued credentials pursuant to Homeland Security Presidential Directive (HSPD)-12. Policy for a Common Identification Standard for Federal Employees and Contractors.

Subcontracts. The Contractor shall include the requirements of this clause, including this paragraph € (appropriately modified for identification of the parties in each subcontract that-

(1) Is for-(i) Commercial and noncommercial services (except for commercial services that are part of the purchase of a COTS item (or an item that would be a COTS item, but for minor modifications), performed by the COTS provider, and are normally provided for that COTS item); or

(ii) Construction;

(2) Has a value of more than \$3,500; and

Includes work performed in the United

SUBMITTAL AND EVALUATION PROCESS

1.1 OVERVIEW

Okaloosa County will award this security system maintenance, repair and support services contract based upon a best value evaluation of all Vendors. This will include evaluation of the technical capabilities of Vendors, management approach, past performance, and price.

The points assignments can be summarize as follows:

Part -1 Qualifications	Description	Maximum points
Section 1a	Management section	20
Section 1b	Technical Approach section	20
Part 2-prices		
Bid Items 1,2 and 3	Lump sum prices	30
Bid item 5a	Material Mark up	10
Bid item 5b	Labor Burden Mark up	10
Bid Item no.6	Labor Rate	10
Total		100

2.1 PROPOSAL FORMAT

All proposal materials shall be provided in two parts with sub sections

General: **The proposal shall be made using Arial font size 11.**

Part 1-Qualifications

Section 1a: Management – This section shall have the project/program management approach and past performance information.

Section 1b: Technical Approach – This section shall have the technical capabilities and approach of the Vendors.

Part 2 - Price

Price – This section shall have the price proposal submitted in a separate envelope and marked “Part 2 – Price Proposal”.

2.2 PROPOSAL CONTENT

Part 1- Qualifications

Section One: Management – This section shall have the project/program management approach and past performance information.

Section 1a: Management Section (no longer than total 7 pages) **20 Points**

- A. The cover letter should be no longer than one page. The letter shall clearly identify exceptions, if any, to the RFP.

1. The letter shall contain: Name and address of the Respondent.
2. Name, title and telephone number of the individual authorized to negotiate and execute the Agreement.
3. A statement indicating a clear understanding of the RFP and Scope of Work.
- B. Company Overview (no longer than one page): The Company Overview should present the background and capabilities of the prime Vendor. Any subcontractors should be listed with their background and capabilities.
- C. Executive Summary and project management approach: (no longer than 3 pages)
 1. The Executive Summary should present the key technical and management points that the Vendor wishes to highlight to Okaloosa County.
 2. Project Management Approach: The Project Management Approach should address key personnel qualifications, planning, organization, execution, monitoring and control, and project closing.
- D. Past Performance: The Performance should be no longer than two pages. The Performance should include three past project references, at least one of which should be for an airport of similar size and operations to VPS. The reference information should include:
 1. Airport or other client Name and Location
 2. Point of Contact (POC)
 3. POC phone and email
 4. Project Scope
 5. Project Price – non-recurring and recurring
 6. Project Period of performance

Section 1b: Technical Approach Section (no longer than 3 pages) **20 Points**

- A. Quarterly preventive maintenance, repair and software support: Provide detailed information on the Contractor's approach to provide quarterly support as specified in the RFP. Provide classification of employees and duration they will be at site.
- B. Semi-annual system testing, preventive maintenance, repair and software support: Provide detailed information on the Contractor's approach to provide semi-annual support as specified in the RFP. Provide classification of employees and duration they will be at site.
- C. On-call support: Provide detailed information on how the Contractor will respond to on-call service calls to meet the service level agreement (SLA). Provide names of the technical and non-technical staff who may be involved in on-call services. Indicate how an internal escalation process will work for the Contractor to ensure that required qualified resources are deployed in timely manner.

Part 2- Prices

Submit cost of services as required in the bid form for the following:

- Bid Item no.1: Basic services: Fixed prices for quarterly and semi-annual services per year for next three years plus options for two one-year extensions. (Potential service contract of five years). Bid

cost of first, second and third year. Submit escalation rate for fourth and fifth year indicated in item No. 2.

- Bid item no.2: Escalation to the fixed services indicated in item No.1 above: Indicate yearly escalation of Contractor price in bidding to cover cost increases for the fourth and fifth year. Indicate the escalation in percentage terms.
- Bid Item no.3: Spare Parts: Fixed price for initial spare parts inventory to be furnished by the Contractor.
- Bid Item no. 4: Allowance: Okaloosa County has established an allowance of **\$200,000.00** to implement any on-call repair costs, moves, and additions to the system. Refer to specification section "Allowance" for details on how it will be used. In general, the allowances use must be authorized by a task order created by Okaloosa County. County may add additional funds to perform any future work approved under a FDOT or FAA grant. **Any and all unused allowance shall stay with Okaloosa County and not the Contractor.**
- Bid Item no.5a: Maximum Mark-ups on material cost: Indicate maximum percentage mark-ups/profits that the Contractor will be expecting to be added to the Contractor's actual cost for equipment, supplies, software, software licenses renewals etc. For example, if the Contractor's markup bid indicates 10% mark-up, then the Contractor will use this mark-up on any task order work requested by Okaloosa County. This mark-up and the allowance value will be used for cost evaluation purpose to determine the low bidder. [e.g., a 10% markup bid will add \$20,000.00 to the Contractor's bid in order to determine low bidder calculations.]
- Bid item no. 5b: Maximum labor burden mark up to raw labor rate: Indicate maximum labor burden rate contractor will be expecting on raw labor cost to the contractor. The labor burden shall include payroll taxes, insurance and other fringe benefits plus contractor's facility overhead and profit. (e.g. 40% labor burden rate on a technician with raw salary rate of \$30/hr will be charged to the county at $\$30 \times 1.4 = \$42.00/\text{hr}$)
- Bid Item no.6: Contractor's rate schedule: This shall reflect the Contractor's rate schedule for any additional work requested by a task order. This does not apply to lump sum bids in Bid items 1 through 3.
 - a. Hours billed will include only work hours at the job site and must not include time employees spend traveling to and from the job site.
 - b. Travel: Contractor will be allowed billing of up to (maximum) 2 hours per each staff involved in new work.
 - c. Hourly labor burden rate indicated in Bid item 5b, are deemed to include all travel fringe benefits, out of pocket expenses, overhead costs, tools, and test equipment. The Contractor is required to provide invoices as back-up documentation to Okaloosa County for cost verifications of material mark-up costs and employee time sheets with date and time worked, for verification.

3.1 EVALUATION CRITERIA

The evaluation of the proposal will be reviewed by a committee formed by Okaloosa County. The committee may contact past performance contacts or visit referenced airports to observe the Vendor work quality and performance.

The evaluation factors are identified in the following paragraphs:

A. Management Section: **20 points**

1. Key personnel qualifications.
2. Project management approach is consistent, reasonable, and low risk.
3. Past performance demonstrates vendor capability.

B. Technical Approach Section: **20 points**

1. Technical Approach to provide services.

C. Price Section:

The Contractor/Vendor shall submit their Price Proposal on the bid form provided and completed in accordance with the instructions to bidders.

1. Bid Items 1, 2 and 3: Lump Sum prices: **30 points**

The lowest bidder of all three bid items combined will be awarded 30 points. Each of the other bidder's points will be reduced at .5 points for every 1% difference in price. For example: If the second low bidder is 5% higher, then he will receive 27.5 points and so on for the third bidder etc.

2. Bid Item 5a: **10 points**

The lowest material mark ups will be awarded 10 points. Each of the other bidder's points will be reduced by .5 point for every 1% increase in the mark up. For example, if low bidder has 15% mark up and the second low bidder has 20% mark up. Low bidder will receive 10 points and second lowest 7.5 points.

3. Bid Item 5b: **10 points.**

The lowest labor burden mark ups will be awarded 10 points. Each of the other bidder's points will be reduced by .5 point for every 1% increase in the mark up. For example, if low bidder has 35% mark up and the second low bidder has 40% labor burden mark up. Low bidder will receive 10 points and second lowest 7.5 points.

4. Bid item 6: **10 points.**

The lowest average labor rate will be awarded 10 points. Each of the other bidder's points will be reduced by 1 point for every 5% increase in the average labor rate. For example, if low bidder has average hourly labor rate of \$100.00 and the second low bidder has \$110 average labor rate. Low bidder will receive 10 points and second low 8 points.

BID PROPOSAL FORM

Okaloosa County RFP AP-48-18

BID ITEM No.1 Basic Services				
	Annual Basic Services			Total Proposed Cost
	Year 1	Year 2	Year 3	
VPS, DTS, and CEW				

BID ITEM No.2 Escalation cost in % to 3rd year bid price for 4th and 5th year
Escalation Cost: _____ % Per Year for 4th and 5th year.

BID ITEM No.3 Spare Parts	
1. Intelligent Field panel- HID vertX-V100	QTY 5 x \$ _____ =
2. Intelligent Field Panel- HID vertX-V200	QTY 3 x \$ _____ =
3. Keypad card readers HID RK40	QTY 5 x \$ _____ =
4. Card readers w/o key pad- HID R40	QTY 5 x \$ _____ =
5. Reader Interface module	QTY 5 x \$ _____ =
6. Local Door, Audio/Visual Alarms, Doberman	QTY 5 x \$ _____ =
7. Duress Buttons CAT #6233AA	QTY 2 x \$ _____ =
8. Screen Area Foot Switches #266	QTY 2 x \$ _____ =
9. Radio Transmitter Cat No. CDM750	QTY 2 x \$ _____ =
10. Balanced Door position switches CAT No. 2707AA	QTY 5 x \$ _____ =
11. Fixed Indoor IP Camera AXIS-Q-3505-V	QTY 5 x \$ _____ =
12. PTZ Outdoor IP cameras AXIS-Q-6055-E	QTY 5 x \$ _____ =
13. Fixed outdoor 180 degree camera AXIS-Q-3617-VE	QTY 3 x \$ _____ =
14. Fixed outdoor 360 degree cameras AXIS-P3707	QTY 3 x \$ _____ =
Total Price- Spare Parts	\$ _____

BID ITEM No.4 Allowances

Allowance: \$200,000.00

BID ITEM No.5 Maximum % Mark- Ups

A .Maximum mark- up on Material actual cost to contractor: _____ %

B. Maximum labor burden mark-up to raw labor rate: _____ %

BID ITEM No.6 Contractor's Labor Rate Schedule

Line Item	Job Classification	Hourly Raw Salary Rate¹ (X) (note 1)	Labor Burden Mark up from Bid item 5b (Y)	Labor Rate to county/hr. X *Y= (note 3)
1	Lead access controls and CCTV system project manager			
2	Access Control Systems Technician			
3	CCTV Technician			
4	Communication Cabling installer			
	Average Labor Rate (Line item 1 thru 4 divided by 4) (note 2)			

¹ Note 1: Hourly Raw Salary Rate –Provide raw salary of staff proposed for this project.

Note 2: Average labor rate will be used only to assign points to determine low bidder.

Note 3: The labor rate to county will be used to compensate contractor for the staff who meets the classifications listed above, for task orders issued by the county. Other staff will be compensated based on actual raw salary plus labor burden listed in item 5b.

*SUMMARY OF WORK
SECTION 011000*

1.1 PART 1- GENERAL

1.1.1 Related Documents

Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 PROJECT DESCRIPTION

- A. Project Identification:
1. Name of the Project: Okaloosa County Airports-Security Maintenance, Repair and Support Services.
 2. Project Location: Okaloosa County Ft. Walton Beach, FL
 3. Owner: Okaloosa County Airports
 4. Architect/Engineer: RS&H, Inc. Jacksonville, Florida.
 5. RSH Project Identifier/Number: RS&H-201-0251-007
 6. County RFP# AP-48-18
 7. RFP Documents Dated: 5/14/18
- B. The project and work of the Contract are described in summary as follows:
1. The Scope of Work includes providing maintenance, repair and support services for security systems which includes Access Controls System, CCTV system, VMS and related components.
 2. The Scope of the Work includes providing the services mentioned above at three Okaloosa County Airports. Destin-Fort Walton Beach Airport (VPS) is a commercial service airport located in Ft. Walton Beach, Florida. Destin Executive Airport (DTS) is a general aviation (GA) airport located in Destin, Florida. Bob Sikes Airport (CEW) is also a GA airport located in Crestview, Florida within Okaloosa County.
 3. Refer to specification section 281300 and Appendix A and B for details on the Scope of Work.

1.3 CONTRACTOR USE OF PREMISES

- A. Use of the Site: Limit the use of the premises to work areas indicated. Confine operations to the areas within the Contract limits indicated. Do not disturb portions of the site beyond the areas in which the work is indicated.
- Owner Occupancy: Allow for Owner occupancy and use by the public
- B. Use of the Existing Building: Take all precautions necessary to protect the building and its occupants while providing the services under the Scope of this project.
- C. Ownership of Property: Do not perform work, disturb, or trespass upon properties not possessed by the Owner.

1.4 OCCUPANCY REQUIREMENTS

Full Owner Occupancy: The Owner will occupy the site and existing building during the entire service period. While performing services, cooperation with the Owner will be necessary to minimize conflicts and facilitate facility usage. Work will be performed in a manner that will not interfere with Airport operations.

2.1 PART 2- PRODUCTS (NOT APPLICABLE)

3.1 PART 3- EXECUTION (NOT APPLICABLE)

END OF SUMMARY OF WORK

ALLOWANCES
Section 012100

1.1 PART 1- GENERAL

1.1.1 Related Documents

Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements governing allowances.
- B. Types of allowances include the following:
 - Allowances for use to cover on-call services, moves, adds, and changes.
- C. Related Requirements:
 - Section 012200 "Unit Prices" for procedures for using unit prices, including adjustment of quantity allowances when applicable.

1.3 DEFINITIONS

Allowance is a quantity of work or dollar amount established in lieu of additional requirements, used to defer selection of actual materials and equipment to a later date when direction is provided to the Contractor. If necessary, additional requirements will be issued by a change order.

1.4 SELECTION AND PURCHASE

- A. At the Airport's request, obtain proposals for each allowance when making final selections. In addition, include the recommendations that are relevant to performing the services.
- B. Purchase products and systems selected by the Airport from the designated supplier.

1.5 ACTION SUBMITTALS

Submit proposals for purchasing of products or systems which are included in the allowances form and specified in the Task Order.

1.6 INFORMATIONAL SUBMITTALS

- A. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.
- B. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance.
- C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.7 ALLOWANCES

- A. Allowance shall include cost to the Contractor of specific products and materials ordered by the Owner or selected by the Airport under allowance and shall include taxes, freight, and delivery to Project site.
- B. Material cost mark-up: The overhead and profit on the actual cost of the material shall be in accordance with the Contractor's mark-ups as indicated on the bid schedule.
- C. Labor cost: The overhead and profit on the actual cost of the labor shall be in accordance with the Contractor's labor burden mark-ups as indicated on the bid schedule.
- D. On-call service call for repairs and minor moves and adds will be reimbursed on a time and material basis. Additional moves and adds will be based on a task order detailing the information using an acceptable proposal from the Contractor. All pricing shall be in accordance with the rates from bid form submitted by the Contractor. Contractor shall use the labor unit for work shall be in accordance with NECA or other industry standards.
- E. Allowance adjustment: A change order will be issued for each task order that uses a portion of the allowance. The establishment of allowance is not a promise to the contractor that all allowance funds will be used. Use of allowance depends upon County's needs for the work. **Any leftover allowance belongs to Okaloosa County and not the Contractor.** Okaloosa County may add additional funds to the initial allowance value if additional FDOT or FAA grant is approved.

2.1 PART 2- PRODUCTS (NOT APPLICABLE)

3.1 PART 3- EXECUTION

Examine products covered by allowance promptly upon delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

3.2 PREPARATION

Coordinate materials and their installation for each allowance with related materials to ensure that each allowance item is completely integrated and interfaced with related work.

3.3 SCHEDULE OF ALLOWANCES

Allowance No. 1: An allowance of \$200,000.00 is established to allow Okaloosa County to accommodate costs of on-call services, moves, adds, and changes to the system as needed to maintain system operation.

END OF SECTION

ACCESS CONTROLS AND CCTV SYSTEMS
SECTION 281300

1.1 PART 1- GENERAL

This Request for Proposal (RFP) for the Airport Security Equipment Maintenance Agreement is prepared for Okaloosa County Airports. The RFP encompasses the security system maintenance, repair, and support services related to the physical security system and access control at Destin-Fort Walton Beach Airport (VPS), Destin Executive Airport (DTS), and Bob Sikes Airport (CEW).

1.1.1 Related Documents

Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY OF SCOPE OF SERVICES

- A. The Contractor is required to perform maintenance, repair, support services, preventative maintenance including "Moves, Adds, and Changes" for the Access Control (ACS) and CCTV Systems to ensure that the ACS System, associated hardware, interfaces and all their subcomponents are fully functional throughout the term of the Contract for the sole purpose of providing proper, safe and reliable operations of the ACS Security System at VPS.
- B. The Services consist generally of furnishing all labor, materials, appliances, tools, equipment, services, and supervision required to perform all maintenance and repair/replacement services, preventative maintenance, programming, configuration, related interfaces, testing, troubleshooting, modifications, or installing new ACS readers and components as necessary, updating all documentation to reflect ACS related components repairs, moves, adds and changes and maintaining an on-site spare parts inventory for all ACS at VPS.
- C. The Contractor is required to provide repair and preventive maintenance services for ACS' system and associated hardware, including horns, lights, relays, switches. The Contractor is also required to provide repair and preventive maintenance for ACS interfaces such as external remote alarm notification, relays/switches associated with ACS and baggage handling systems, panic buttons, and associated workstations.
- D. The Contractor must be familiar with and proficient at performing maintenance services as recommended by respective VPS ACS Systems and equipment manufacturers. In addition, the Contractor shall perform maintenance services on a quarterly and semi-annual basis to maintain system reliability.
- E. The quarterly and semi-annual services shall be performed based on an approved schedule and will be reimbursed based on lump sum bid price.
- F. The work performed by the Contractor, whether as an on call service for repair and maintenance, the quarterly and semi-annual onsite maintenance, and any moves and adds to this security system will be initiated by a Task Order generated by VPS and forwarded to the Contractor. The on-call repair service will be reimbursed based on Time and material using the mark ups indicated in the Contractor's bid form. The cost of moves and adds that are not critical will be based on the Contractor's proposal based on the mark ups indicated in the bid form and accepted by VPS.
- G. At all times the Contractor's employees will be required to maintain a record of the services provided, including moves and adds, repairs, and preventive maintenance. The record must

include at a minimum, date, time, employee name, activity or problem description, actions or resolutions, and Okaloosa County personnel referring the service call.

- H. The Contractor shall meet requirements indicated in Appendix A SLA and Appendix B Testing and Documentation.

1.3 DEFINITIONS

- A. CCTV: Closed-circuit television.
- B. CEW: Bob Sikes Airport
- C. DTS: Destin Executive Airport
- D. I/O: Input/Output.
- E. LAN: Local area network.
- F. RF: Radio frequency.
- G. SLA: Service level agreement
- H. TCP/IP: Transport control protocol/Internet protocol incorporated into Microsoft Windows.
- I. UPS: Uninterruptible power supply.
- J. USB: Universal serial bus.
- K. VPS: Destin Fort Walton Beach Airport
- L. WAN: Wide area network.
- M. Wiegand: Patented magnetic principle that uses specially treated wires embedded in the credential card.
- N. Windows: Operating system by Microsoft Corporation.

1.4 SUBMITTALS

- A. Submit a detail schedule of performing quarterly and semi-annual services. The first semi-annual service shall be performed within 30 days of NTP.
- B. The successful Contractor/Vendor will be provided with electronic documentation (CAD and PDF) of existing access controls and CCTV systems at the airports. The Contractor shall update these documents during semi-annual services after the testing is complete. The Contractor shall submit electronic files (CAD and PDF) of the updated documents within 30 days of completing semi-annual services.

1.5 MAINTENANCE MATERIAL SUBMITTALS

As indicated in the spare parts bid item, product data and quantities of spare parts will be submitted and provided to Okaloosa County Airports.

1.6 QUALITY ASSURANCE

- A. Installer Qualifications: An employer with staff trained and approved by the manufacturer. The cable installer must have a Registered Communication Distribution Designer certified by Building Industry Consulting Service International on staff.
- B. Source Limitations: Obtain workstations, controllers, identifier readers, and all software from a single manufacturer.

- C. Electrical Components, Devices, and Accessories: As defined by NEPA 70, National Electrical Code, from a qualified testing agency, list and label the intended location and application.
- D. Comply with NFPA 70.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Save the original manufacturer's containers and packing materials prior to installation.
- B. Store in a climate controlled environment inside the original manufacturer's sealed containers. Maintain the temperature between 50 and 85 degrees F and up to 80 percent noncondensing relative humidity.
- C. Open each container, verify contents against packing list, and file a copy of the packing list. The packing list should be complete with container identification for inclusion in operation and maintenance data.
- D. As specified in the Cable and Asset Management Software Article, mark the packing list with the same designations assigned to materials and equipment recorded in the system labeling schedules.
- E. Deliver as directed under provisions covering spare materials

1.8 QUALIFICATIONS

- A. Complete the bidder's qualification form included in this RFP.
- B. The System Contractor/Integrator shall have enterprise level certification from the approved manufacturer.
- C. The System Contractor/Integrator is responsible for providing the ACS and shall have at least 10 years of experience in furnishing and installing such systems.
- D. The System Contractor/Integrator shall have previous experience in installation of airport security systems and have completed a minimum of two similar projects in the past five years. The Contractor shall provide the name, year completed, and references for each project to the A/E and owner for review and approval.
- E. The System Contractor's project manager and on-site superintendent shall have a minimum of 15 years of experience and shall have worked on the projects 1.8C above in a similar capacity.
- F. Include the qualification information required in this section, in executive summary (section 1a.C) and past performance section 1a.D) section of submittal and evaluation section.

1.9 MAINTENANCE SERVICES- WARRANTY

- A. Refer to Appendix A and B for detailed requirements on maintenance services.
- B. Repair and on-call services provided during quarterly and semi-annual services shall be provided with one year warranty on labor and material.
- C. Services provided for moves, adds and changes to the system, where new hardware and software is installed, shall be provided with a 2-year warranty on labor and material.
- D. System Modifications: The Contractor shall make any recommendations for system modification in writing to the Owner. No system modifications shall be made without prior approval from the

Owner. Any modifications made to the system shall be incorporated into the Operations and Maintenance manuals and other documentation affected.

- E. Software: The Contractor shall provide all software updates during warranty period and verify operation of the system. These updates shall be:
- Accomplished in a timely manner
 - Fully coordinated with ACS operators
 - Included in training for the new changes/features enabled
 - Incorporated into the Operations and Maintenance manuals, and software documentation

2.1 PART 2- GENERAL

2.2 MANUFACTURERS

ACS Software and Hardware – The existing integrated ACS and CCTV Video Management System (VMS) software and hardware is manufactured by the following:

- A. VPS - Genetec synergy-Omnicast.
- B. DTS – Lenel Onguard with Interlogix TruVision NVR system
- C. CEW - No ACS at present. One PTZ camera connected to county network.

3.1 PART 3- EXECUTION

3.2 INSPECTION AND TESTS

Refer to Appendix A and B for requirements on SLA, testing and documentation for the systems.

*APPENDIX A
PROPOSED SERVICE LEVEL AGREEMENT*

Okaloosa County Airports-VPS Access Controls and CCTV Maintenance, Repair and Software Services Support

APPENDIX A. TO SPECIFICATION SECTION 281300 PROPOSED SERVICE LEVEL AGREEMENT (SLA)

The Contractor/Vendor shall provide to the OKALOOSA COUNTY AIRPORTS (Owner), security system preventive maintenance, repair service, software and hardware support as set forth below:

1. **Scope of the work during quarterly and semi-annual services:** The first semi-annual services shall be performed with 30 days of contract award and notice to proceed (NTP).

The Vendor will provide the following services during quarterly and semi-annual services:

- A. Perform preventive hardware maintenance as indicated in specification section 281300 and paragraph 4 below.
 - B. Perform preventive and repair software maintenance as indicated in paragraph 2 below.
 - C. Monitoring system operations: Identify and correct system problems.
 - D. Reconfigure system as required for optimal performance.
 - E. Install new software/firmware releases.
 - F. Interface with Airport support team.
2. **Preventive and Repair Software Maintenance Support:** The Contractor's (Vendor's) software support shall include both preventive and remedial maintenance programs.
 - A. The preventive maintenance program will cover:
 1. Perform database maintenance and archiving activities.
 2. Perform/deploy routine upgrades to all security system software components
 3. Perform investigation of software discrepancy (bug) reports. Fix of confirmed bugs and deployment of fixes to the system.
 4. Perform deployment of software fixes for problems discovered at other airport sites where a similar solution is deployed by the Vendor.
 - B. The repair service remedial maintenance program will include:
 1. Tracking and distribution of all problem reports and fixes.
 2. Analysis of all problem reports and identification of cause, recommended resolution and time frame for repair.
 3. Deployment of the resolution to fix the problem in timely manner.

3. **Remote Software Maintenance:** In addition to the on-call-site support, Remote software and support will ensure that the security system continues to operate properly throughout its useful life, with current revisions of software and firmware.

A summary of the activities included in the scope of Software Support includes:

- A. Working with the County’s IT staff, configuration of a Remote Access Gateway to enable remote access to the system by an authorized Vendor engineering staff for the purpose of ensuring proper operation of the system throughout the support period.
- B. Telephone support for the Airport technical staff to assist in resolving software issues.

4. **Preventive and Repair Hardware Maintenance**

Preventive maintenance: see specification section 281300 for detailed information on hardware maintenance.

5. **On-call Coverage & Response Time**

- A. On-call Repair Service: The Vendor shall:

- 1. During an on-call request, provide first level troubleshooting to determine whether abnormal system operation is due to hardware, software, or communication failure.
- 2. Attempt to remedy any problem in a timely fashion. Take corrective action to remedy hardware problems, including exchanging defective unit with a properly functioning spare unit.
- 3. Provide all parts necessary to perform repair excluding consumables. Spare parts used from VPS parts inventory stock shall be replaced within 30 days.
- 4. Perform cleaning of equipment as necessary.
- 5. Meet response time requirements as defined herein.

- B. Response time requirements:

On-site Coverage	On-call Coverage
Quarterly system checkup and updates-(2 total, in April and September)	7 days a week (including holidays), 24 hours x 365 days
Semi-annual system testing and updates (2 total-In January and June/July)	Critical Response = 30 Minutes
Critical Response on site = 4 Hours	Non-Critical Response = next calendar day
Non-Critical Response = next calendar day	

Critical events are defined as events which occur and disrupt operation of more than a single system component or more than single access control portals or CCTV cameras covering the portals. Examples are servers or intelligent field panels (IFP) components. Interruption of service to a server or IFP can typically disrupt system operation for one or more access controls portals.

Non-Critical events are defined as individual component failures which only affect the operation of a single portal. Examples are a door position switch or a single camera outage etc.

C. Maintenance Staffing

Vendor shall provide qualified maintenance personnel to meet the service levels specified above. See specification section 281300 for qualification requirements.

D. Escalation Contacts

Provide a list of individuals to contact within the Vendor's organization for escalation of issues.

E. Failure to comply with SLA:

The Contractor shall repair critical failure in the time frame indicated in paragraph 5. If additional time is required due to circumstances beyond the Contractor's control, such as a replacement part not readily available from a manufacturer, the Contractor shall receive a written approval of additional time from the Owner.

Failure of the Contractor to perform Operations and Maintenance services and repairs within the required (paragraph 5 above) or extended time period approved by the Owner may result in a compensation deduction of \$100 for each hour after the respective time period requirements until such problem or failure is resolved and system has been restored and become fully operational. The Contractor may provide an alternate solution such as a guard services at the affected portals to help mitigate the conditions and receive a waiver for the penalties. The Owner may waive this penalty at their discretion.

END OF SLA SECTION

APPENDIX B
ACS AND CCTV SYSTEMS MAINTENANCE,
REPAIR AND SUPPORT SERVICES TESTING AND
DOCUMENTATION REQUIREMENTS

Okaloosa County Airports-VPS Access Controls and CCTV Maintenance, Repair and Software Services Support

APPENDIX B TO SPECIFICATION SECTION 281300

ACS AND CCTV SYSTEMS MAINTENANCE, REPAIR AND SUPPORT SERVICES TESTING AND DOCUMENTATION REQUIREMENTS

1. Access Controls System (ACS)

Preventive maintenance and repair tests shall be performed to assess the overall functionality of the ACS and CCTV system. Each access controls portals and camera must be individually tested to ensure performance. Perform preventive hardware maintenance as indicated in specification section 281300 and paragraph 4 below.

2. Access Point Check List – Guidelines

- a. Purpose: The purpose of this checklist is for the Contractor to perform a series of tests on the security system to determine operational status during semi-annual preventive maintenance and repair time period.
- b. General: The person performing the test will need to contact Airport Security to schedule a time to perform the tests. Someone from the Contractor with authorized access to the Access Control System Client Workstation in the Airport Operations Center (AOC) will need to follow along as all tests are performed.
- c. Materials Required
 - 2-way communications between AOC operator and test team (e.g. cell phone, radio)
 - Access cards – determine the number of access levels that exist and acquire a card for each level.
 - Normal/Full access and pin#
 - Access card with inactive or lost/stolen status
 - Valid card with restricted access – get list of restrictions
 - Return cards to security after each day of testing, cancel out cards when testing is complete.
 - Watch (prior to doing tests each day, synchronize watch to server time)
 - Metal/plastic plate approx. 4" x 4" x 1/16" for bond and maglock force open testing.
 - Screwdrivers and tamper proof tool
 - Multi-meter/voltage tester
 - Ladder

3. Instructions (To be performed at each access point location)

Step 1: Inspect Area, Hardware, Signage Card Reader

1. Is card reader accessible?
2. Is it possible to damage the card reader by performing routine activities?
3. Are there any foreseen maintenance issues with card reader?

Door Hardware

1. Is the door hardware installed correctly?
2. Does it operate correctly?
3. Can you force the door open?
4. Are the maglock and/or the door contact correctly aligned?
5. Is any hardware loose or missing?
6. Is everything tamper-proof?

Signage

1. Are the signs located properly and readable?
2. Are proper Emergency/Panic signs in place with panic hardware?

Step 2: Perform Access Point Checklist Items Reader-In

1. Notify AOC operator what access point you are testing.
2. Card readers
 - a. Present an invalid (or valid with no access to zone) access card to reader
"Denied" – Card reader shall remain red and an alarm or message should show in AOC. Repeat test for all invalid/no access cards.
 - b. Present a valid access card to reader
"Normal" – Card reader shall turn green and door shall unlock. No alarms should show in AOC.
3. Hold door open (verify time of hold open prior to test). Verify response with operator.
4. Close door, reopen door with valid access card (and fingerprint as required).
5. Place metal/plastic plate over maglock (do not cover door contact) and close door. Verify door is closed with operator.
6. Force door open by pressing against door. Verify alarm response with operator.
7. Test intercom, if applicable.
8. Test door contact or balanced magnetic switch (if applicable) by sliding metal plate between contacts.
9. Verify CCTV response to alarms – Have AOC Operator note each camera that responds to an alarm at the associated access point.

Reader-Out

1. Perform same steps as performed on Reader-In – 3 iClass.
2. Test Request-to-Exit (REX) or motion detector, if applicable.

[Step 3: Perform EIB & IFP Panel Checklist Items](#)

1. Check Tamper Switch – open panel, verify notification in event viewer/monitor.
2. Check battery backup functionality and backup time – remove power, verify notification in event viewer/monitor.

[Step 4: Perform Fire Alarm Override Test Checklist Items](#)

1. Test individual panic/emergency hardware per door.
2. Perform a fire alarm override for each zone.
3. **Schedule test with Owner!**

[Step 5: Perform Server & Workstation Checklist Items](#)

1. Record any issues that the Security Operator noticed during testing.
2. Have Security Operator view CCTV workstation during each alarm.
3. Have Security Officer note each camera that zooms to the zone.

Definitions:

[Reader-In:](#)

The reader located on the non-secure/public side of the security line. The term IN refers to allowing access into the secure zone.

[Reader-Out:](#)

The reader located on the secure side of the security line. The term OUT refers to allowing access from secure to non-secure.

Summary of ACS hardware Quantities: The summary below indicates approximate number of access controls portals, card readers and related hardware at the airports. It is intended to give the responder rough magnitude of the efforts needed to provide the requested services. Over the life of this contract, the security components may increase by 10%. The scope of the work under this contract shall include the additional devices maintenance at no additional cost.

VPS		Quantity
ACS software manufacturer	Genetec-Synergy-Omnicast	1
Access Control Portals	each portal has HID vertex 100 or 200 series panels and associated hardware	30
CR with key pad	HID RK40 Key pad.	30
CR w/o Keypad	HID R40 Non-keypad	30
Servers	Dell	1
ACS/badging work stations	Dell	4
EABS-Exit lane controls	Check-Video	2
CCTV VMS sever and storage	Genetec Omnicast	1
CCTV-Fixed	Axis	16
CCTV-PTZ-Analog	Pelco Spectra series	47
CCTV-PTZ-IP	Axis	18
IP encoder	Axis-48 port	1
DTS		
ACS software manufacturer	Lenel Onguard	1
IFP	Lenel	4
CR with key pad	Lenel w/ Key pad.	6
Cameras-Fixed-Indoor	Interlogix	3
Cameras-Fixed-outdoor	Interlogix	2
Cameras PTZ-Outdoor	Interlogix	1
NVR	Interlogix	1
ACS/CCTV work stations	Dell	1
CEW		
CCTV-PTZ	Axis	1

4. **Perform the following preventive maintenance on ACS-** Complete the test form included in this section for each portal.
1. Confirm CR keypad operation.
 2. Clean card reader.

3. Test operation of reader to unlock door hardware.
4. Confirm that LED on reader is functional.
5. If ACS door has a Request to Exit motion detector, clean and confirm operational.
6. Clean door contact and check if worn. Replace if required.
7. Test ACS function at door for alarm conditions "Door Held Open" and Door Forced Open" that alarm condition reports to Gentec access controls work station and Server.
8. If ACS door has local alarm horn or horn/strobe confirm operation when ACS door tested for alarm conditions.
9. If ACS door is configured for CCTV interface, confirm operation when ACS door is tested for alarm conditions.
10. Replace labeling if damaged or missing.

5. ACS Intelligent Field Panels (IFP)

1. Check backup battery operating voltage on IFP. Confirm within approved manufacturer specifications and replace if needed.
2. Check all operating voltages on power communication board and confirm within approved manufacturer specifications.
3. Check all wiring connections.
4. Confirm that electrical ground wiring has continuity to building ground.
5. Check backup battery operating voltage on electric locking power supplies and replace if needed.

6. Photo badging system

1. Clean and re-aim badging camera.
2. Clean printer and maintain per manufacturer's recommendations.
3. Replace consumable items for the printer.
4. Defragment hard drive.
5. Clean keyboard and monitor.
6. Clean inside and outside of computer case.
7. Check physical condition of computer and that all wiring/connectors are secure and operational.

7. ACS Work Station

1. Defragment hard drive.
2. Clean keyboard and monitor.
3. Clean inside and outside of computer case.
4. Check physical condition of computer and that all wiring/connectors are secure and operational.

8. Panic button located at security check point

1. Call Dispatch and while they are on the phone, activate panic button.
2. Dispatcher verify alarm on Picture Perfect and confirm location.
3. Check physical condition of panic button that device and wiring are secure and operational.

9. CCTV SYSTEM – Complete test form included in this section for each camera, NVR and related equipment.

A. Cameras

The following tests shall be performed for each CCTV camera:

- Verify that the camera produces a clear picture with a resolution no less than that specified;
- Verify that the camera maintains a clear picture and automatically compensates for changing light conditions including day/night change;
- Verify that cameras have wide dynamic range installed where specified and operate to prevent camera blinding;
- Verify that cameras provide complete and correct coverage of the area specified;
- Verify that pan, tilt and zoom (PTZ) cameras are fully controllable and function correctly including camera presets;
- Verify that pan, tilt and zoom (PTZ) cameras are able to perform camera call preset positions by simulating an event alarm;
- Verify that areas of the camera view may be masked to prevent unwanted alarm activation;
- Verify that cameras have been fitted with anti-tamper devices;
- Simulate a tamper alarm and verify that the correct signal is transmitted to the operator workstation;
- Simulate a video feed fault and verify that the correct signal is transmitted to the operator workstation.

10. Operator Workstation

Where cameras are alarm activated and have been interfaced with a security operator work-station, verify the following functions:

- Alarm activation;
- Manual control of cameras;
- Automatic sequencing and control of cameras;
- Reporting;
- Verify that historical data reports may be generated in less than five seconds;
- Site plans showing all relevant features.

11. NVR AND Playback Function

The following tests shall be performed for the digital IP CCTV system software:

- Verify that adequate data storage capacity has been installed on the workstation as specified;
- Verify the system hardware supplied meets the minimum specifications;
- Verify the following functions for the digital IP CCTV system software:

- Record;
- Stop;
- Play;
- Pause;
- Rewind;
- Fast forward;
- Frame by frame.
- Activate an alarm area then verify that the correct video data is recorded by the system.

12. Summary of CCTV hardware Quantities

The summary below indicates approximate number of cameras and related hardware at the airports. It is intended to give the responder to this RFP rough magnitude of the efforts needed to provide the requested services.

VPS		Quantity
CCTV/VMS software manufacturer	Genetec- Omnicast	
Cameras	Pelco Spectra III	47
Cameras	Axis Q6034	16
Cameras	Axis P1344-E	5
Cameras	Axis P3384-V	2
Servers and storage	Pivot 3	1/3 storage attachment
CCTV work stations	Dell	
EABS-Exit lane controls	Check-Video	2
DTS		
CCTV/VMS software manufacturer	Lenel	
Cameras	Lenel	
Servers		1
CCTV work stations		1
CEW		
Cameras	Axis	1

13. Repairs

As minor repairs are identified during the tests, each defect shall be rectified before proceeding to the next test. The camera, associated cabling, and control equipment or software that was found to be defective will be recorded in the test report and rectified.

Once rectification is complete, the equipment shall be retested and the results recorded in the test schedules.

Testing Requirements- ACCESS CONTROL POINT TESTS – CHECKLISTS & CERTIFICATION

ACCESS POINT #		DATE:	
POINT TYPE:		START TIME:	
DOOR #:		FINISH TIME:	
CARD READER TYPE & MODEL #			
CARD READER SERIAL #			
INTELLIGENT FIELD PANEL #			

INSPECTION ITEMS:	YES	NO	INIT
WIRING CONDITION TO THE PORTAL			
TAMPER PROOF SCREWS			
SIGNAGE			
MORTISE/MAGLOCK ALIGNED			
CABLES LABELED			
DOOR CLOSES SECURELY			
GATE PROPERLY CLOSES			
DOOR HARDWARE	NEW	EXST	INIT
DOOR POSITION SWITCH			
ELECTRONIC STRIKE			
MAGLOCK - SINGLE DOOR			
MAGLOCK - DOUBLE DOOR			
REX BUTTON			
BATTERY (____ V, ____ AH)			
BATTERY (DATE _____)			
KEYSWITCH			
WIRE			
DOOR FEATURES:	YES	NO	INIT
BAGGAGE BELT READER			
ROLL UP DOOR			
DELAY EGRESS (FA MODULE)			
GATE AGENT (PBB)			
INTERCOM			
VEHICLE GATE			
BATTERY BACKUP @ GATE			
HIGH & LOW READER			
WIDE GAP BMS			
CARD READER TESTS:	YES	NO	INIT
READER SECURE - RED			
READER NOT SECURE - GREEN			
READER IN ALARM – AUDIBLE			
READER IN ALARM – FLASH			

ACS POINT TEST CHECKLIST:	YES	NO	INIT
NORMAL OPERATION			
VALID CARD			
DOOR OPEN			
DURESS ALARM			
INVALID CARD			
LOST/STOLEN CARD			
PIR AND REX BUTTON			
DOOR FORCED OPEN			
BOND ALARM			
READER TAMPER			
AC POWER LOSS			
LOW BATTERY			
DOOR OPEN TOO LONG (HOLD)			
DOOR POSITION SWITCH			
LATCH BOLT POSITION			
INTERCOM AT VEHICLE GATES			
DELAYED EGRESS DOOR	YES	NO	INIT
APPLIED PRESSURE TO START			
DOOR RELEASED UNLOCKED			
DOOR FORCED OPEN			
FIRE ALARM RELEASE			
CAMERA CALL-UP	YES	NO	INIT
CAMERA PTZ, DOOR ALARM			
CAMERA PTZ, INTERCOM			
CAMERA #('S)			
CALL-UP MONITOR #('S)			
CARD TESTS	YES	NO	INIT
ALL ACCESS GROUPS			
REVOKED CARD			
INVALID CARD			
GATE AGENT CARD			
ALARM SILENCE CARD			

Testing Requirements – IP CCTV Cameras

Location: VPS/DTS/CEW Location Name: Okaloosa County, FL

Test	Test Results		Test Reference Notes	Defect Details
	Pass	Fail		
Installation				
Coverage				
Cables & Connections				
Mechanical Protection				
Environmental Protection				
Labelling				
Picture Reproduction				
Highlight Suppression				
Controllable (PTZ)				
Masking				
Anti-Tamper Devices				
Tamper Alarm				
Fault Alarm				

Testing Requirements - Operator Workstation

Building Number: _____

Building Name: _____

Test	Test Results		Test Reference Notes	Defect Details
	Pass	Fail		
Hardware Installation				
Software Installation				
Cables & Connections				
Labelling				
Operator Profiles				
Reporting				
Alarm Activation				
Manual Camera Control				
Automatic Sequencing/Control				
Site Plans				

Testing requirements –ACS/ VMS Server

Building Number: _____

Building Name: _____

Test	Test Results		Test Reference Notes	Defect Details
	Pass	Fail		
Hardware Installation				
Software Installation				
Cables & Connections				
Labelling				
Configuration				
Switching Strategies				
Switch Between Views				

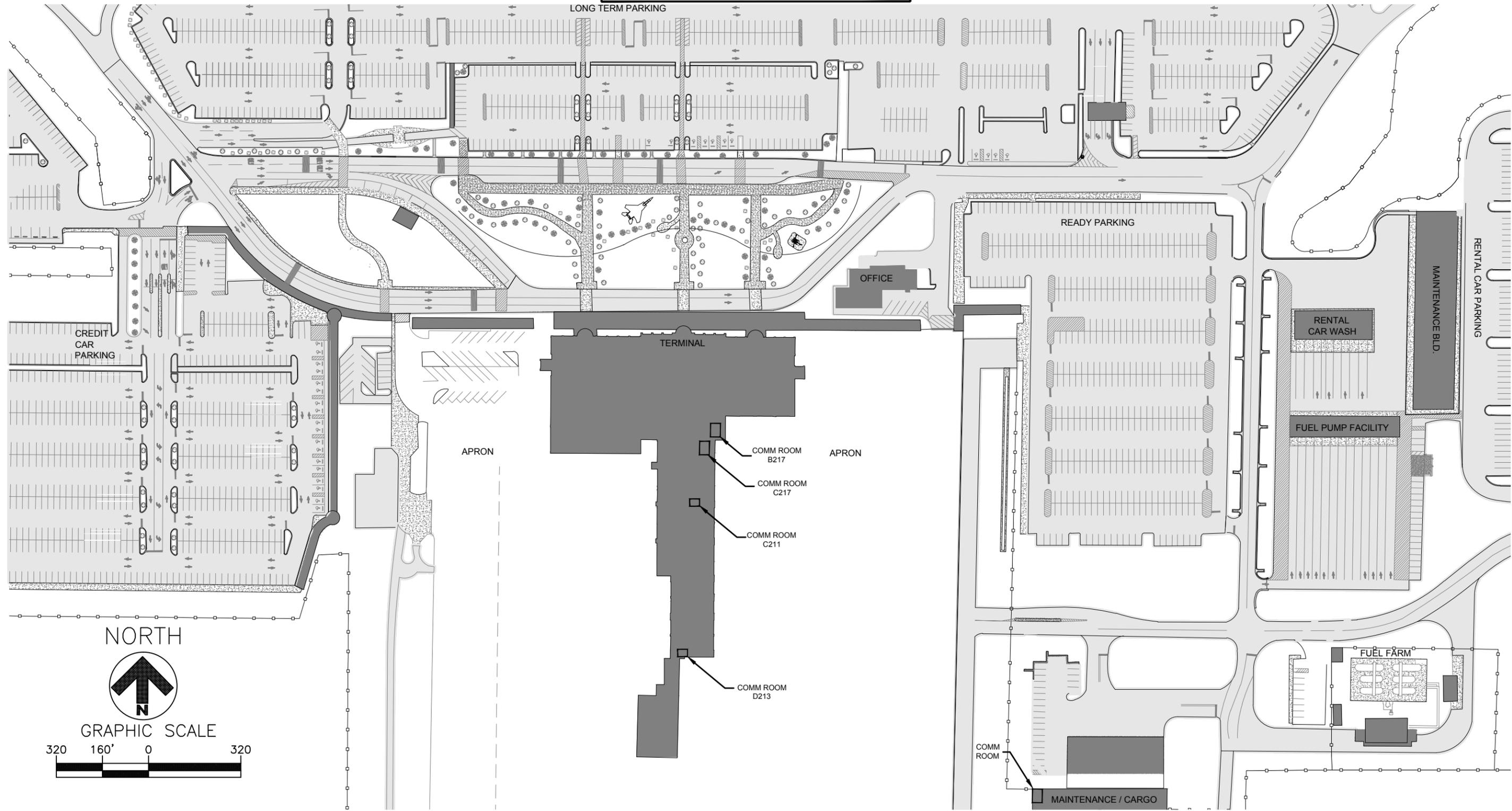
Testing Requirements - NVR and Playback Functions

Building Number: _____ Building Name: _____

Test	Test Results		Test Reference Notes	Defect Details
	Pass	Fail		
Hardware Installation				
Software Installation				
Cables & Connections				
Labelling				
Test failover functionality				
Data Storage Capacity				
Memory				
Record				
Stop				
Play				
Pause				
Rewind				
Fast Forward				
Frame by Frame				
Alarm Recording				

Equipment Number: _____ Equipment Location: _____
 Equipment Type: _____ Equipment Rating: _____ Test Date: __/__/__

NOTE:
THIS DRAWING HAS BEEN INCLUDED WITH THE SECURITY RFP TO PROVIDE
INFORMATION REGARDING THE SIZE AND THE LOCATION OF THE FACILITY.



RS&H
10748 Deerwood Park Boulevard South
Jacksonville, Florida 32256
904-256-2500 FAX 904-256-2501
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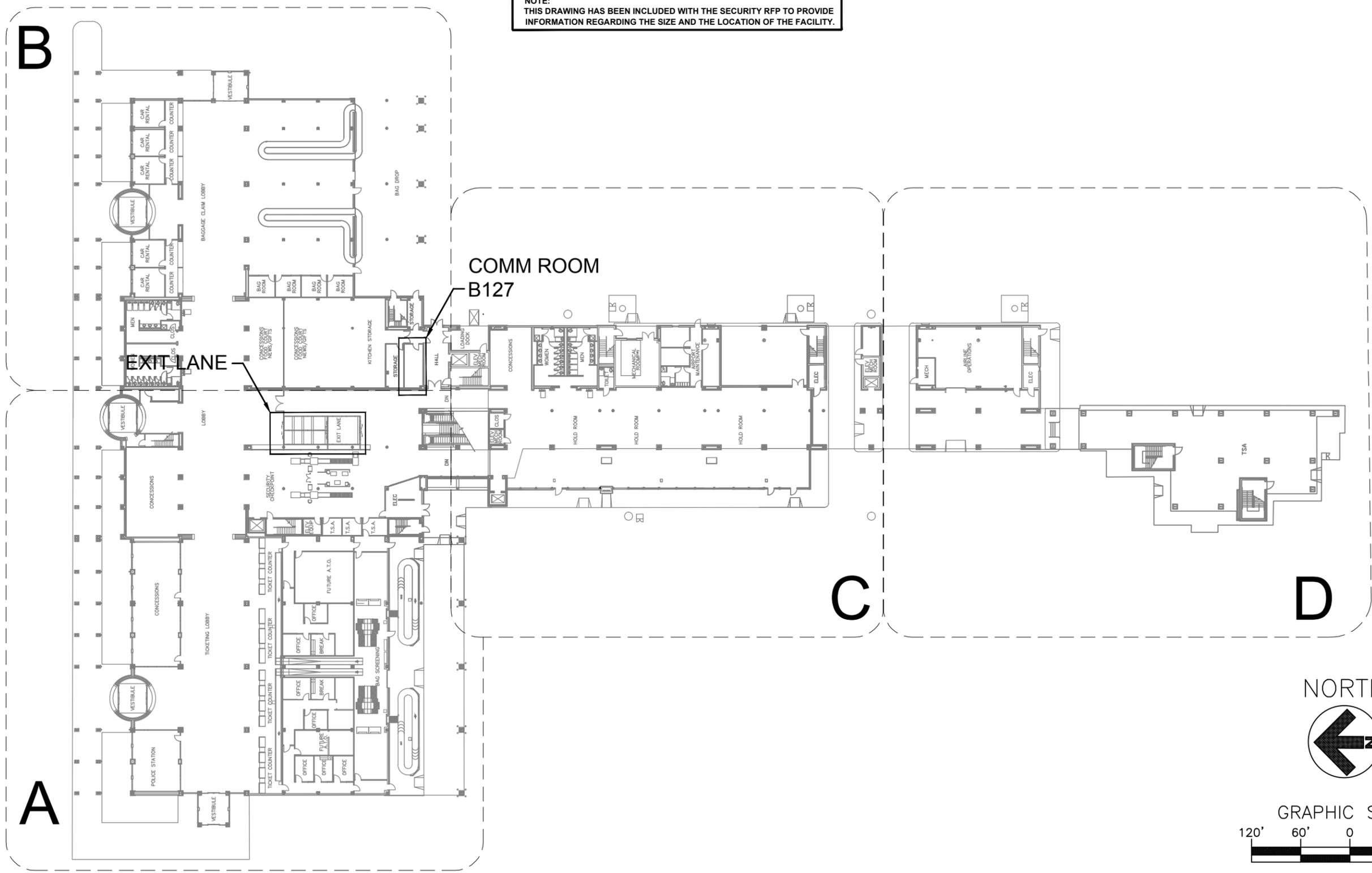
DESTIN-FT. WALTON BEACH AIRPORT - VPS
OKALOOSA COUNTY AIRPORT SYSTEM
FT. WALTON BEACH, FL



**OVERALL CCTV
AND ACCESS
CONTROL**

DRAWN WM	JOB NO. 2010251007
CHECKED MAA	SHEET T100
DATE 4/27/2018	FINAL RFP

NOTE:
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INFORMATION REGARDING THE SIZE AND THE LOCATION OF THE FACILITY.



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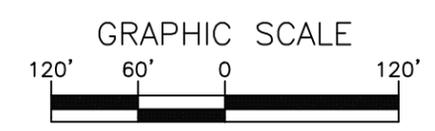
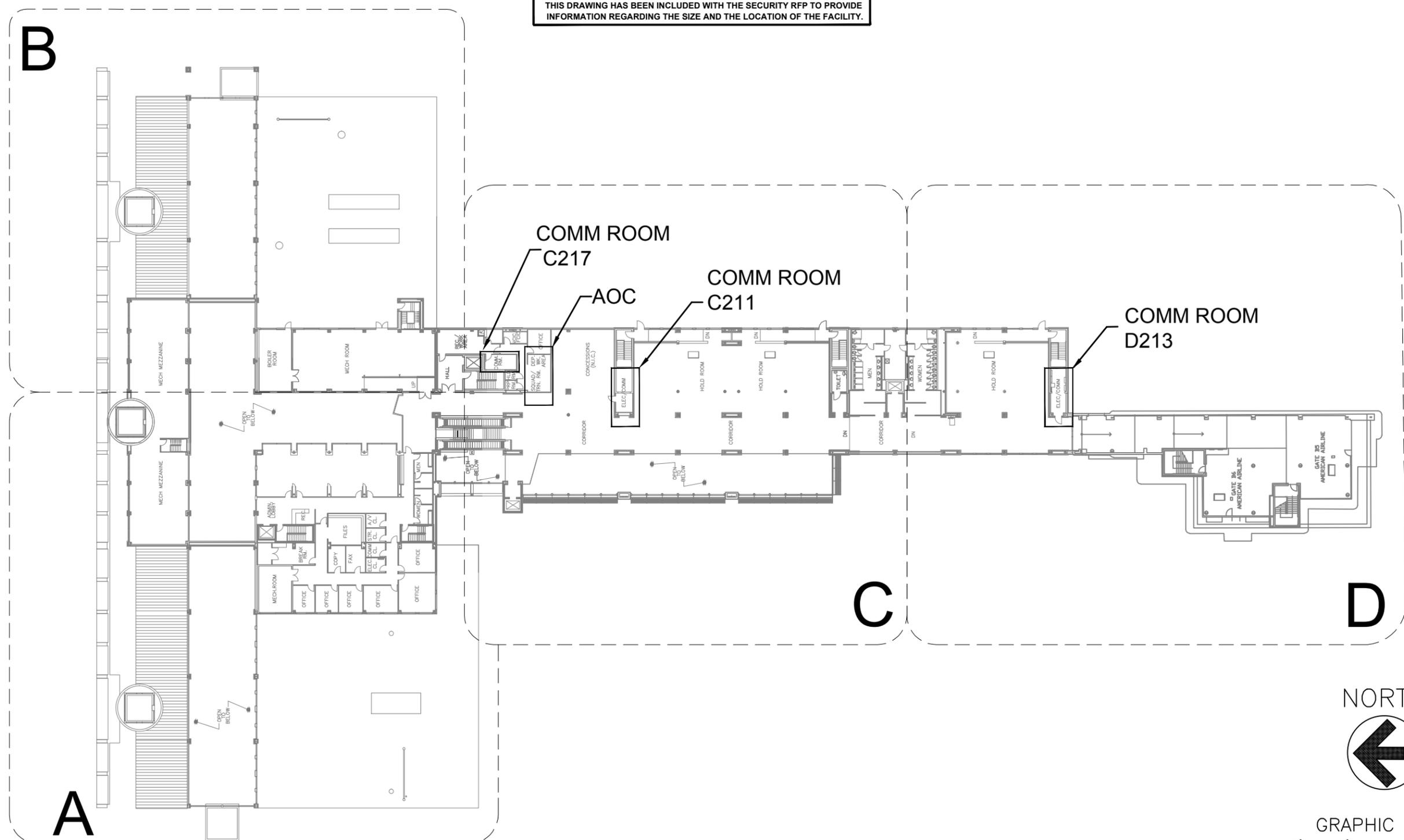
DESTIN-FT. WALTON BEACH AIRPORT - VPS
OKALOOSA COUNTY AIRPORT SYSTEM
FT. WALTON BEACH, FL



FIRST FLOOR
CCTV AND
ACCESS CONTROL

DRAWN WM	JOB NO. 2010251007
CHECKED MAA	SHEET T101
DATE 4/27/2018	FINAL RFP

NOTE:
THIS DRAWING HAS BEEN INCLUDED WITH THE SECURITY RFP TO PROVIDE
INFORMATION REGARDING THE SIZE AND THE LOCATION OF THE FACILITY.



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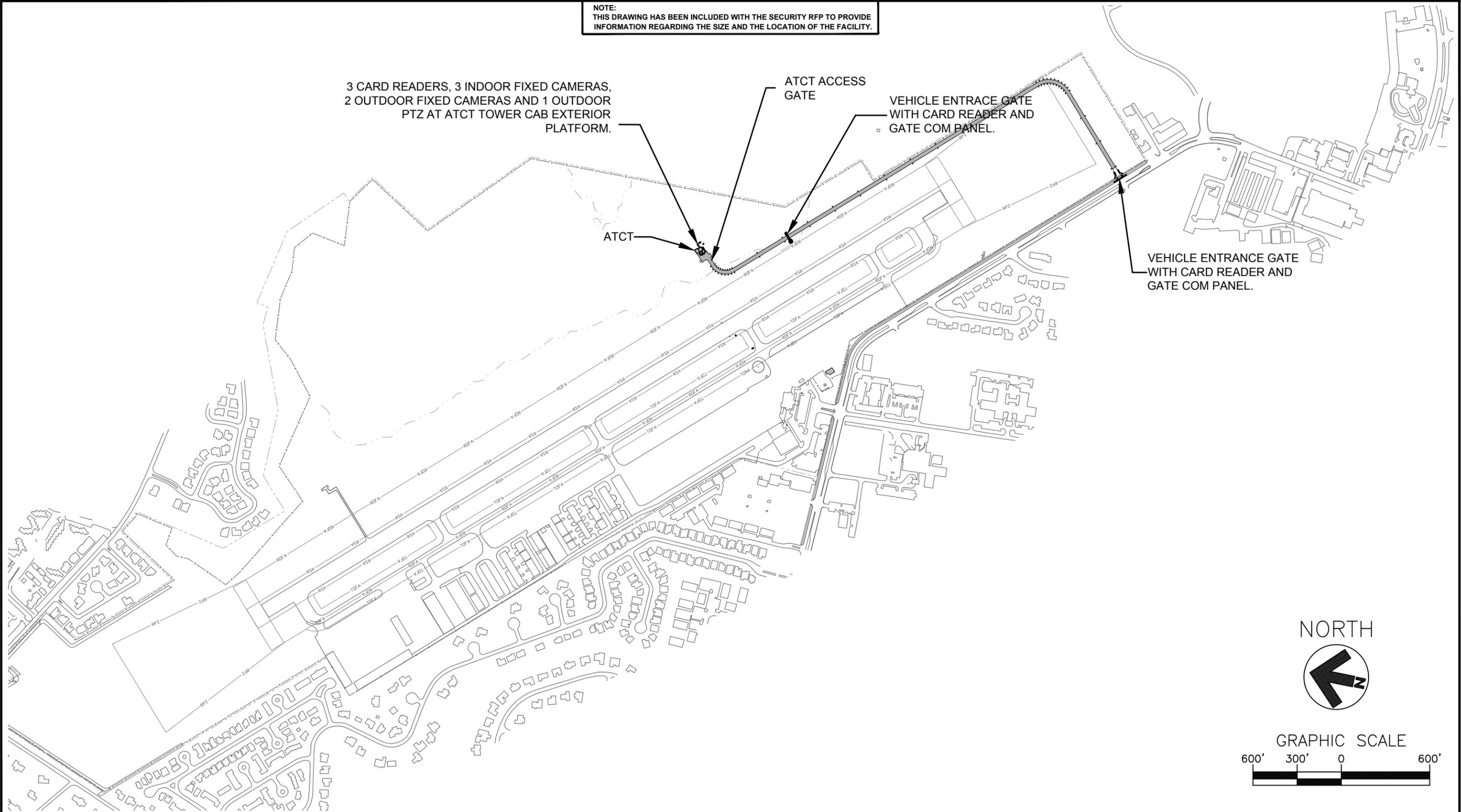
DESTIN-FT. WALTON BEACH AIRPORT - VPS
OKALOOSA COUNTY AIRPORT SYSTEM
FT. WALTON BEACH, FL



**SECOND FLOOR
CCTV AND
ACCESS CONTROL**

DRAWN WM	JOB NO. 2010251007
CHECKED MAA	SHEET T102
DATE 3/30/2018	-FINAL RFP

NOTE:
THIS DRAWING HAS BEEN INCLUDED WITH THE SECURITY RFP TO PROVIDE
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NORTH



GRAPHIC SCALE



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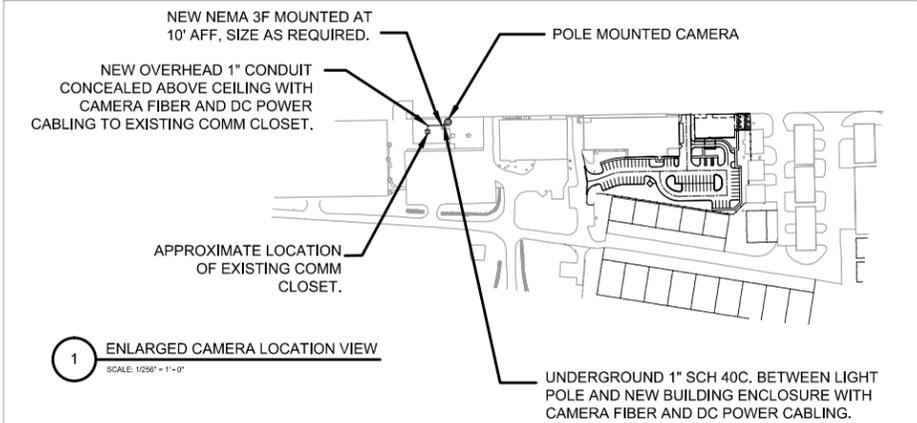
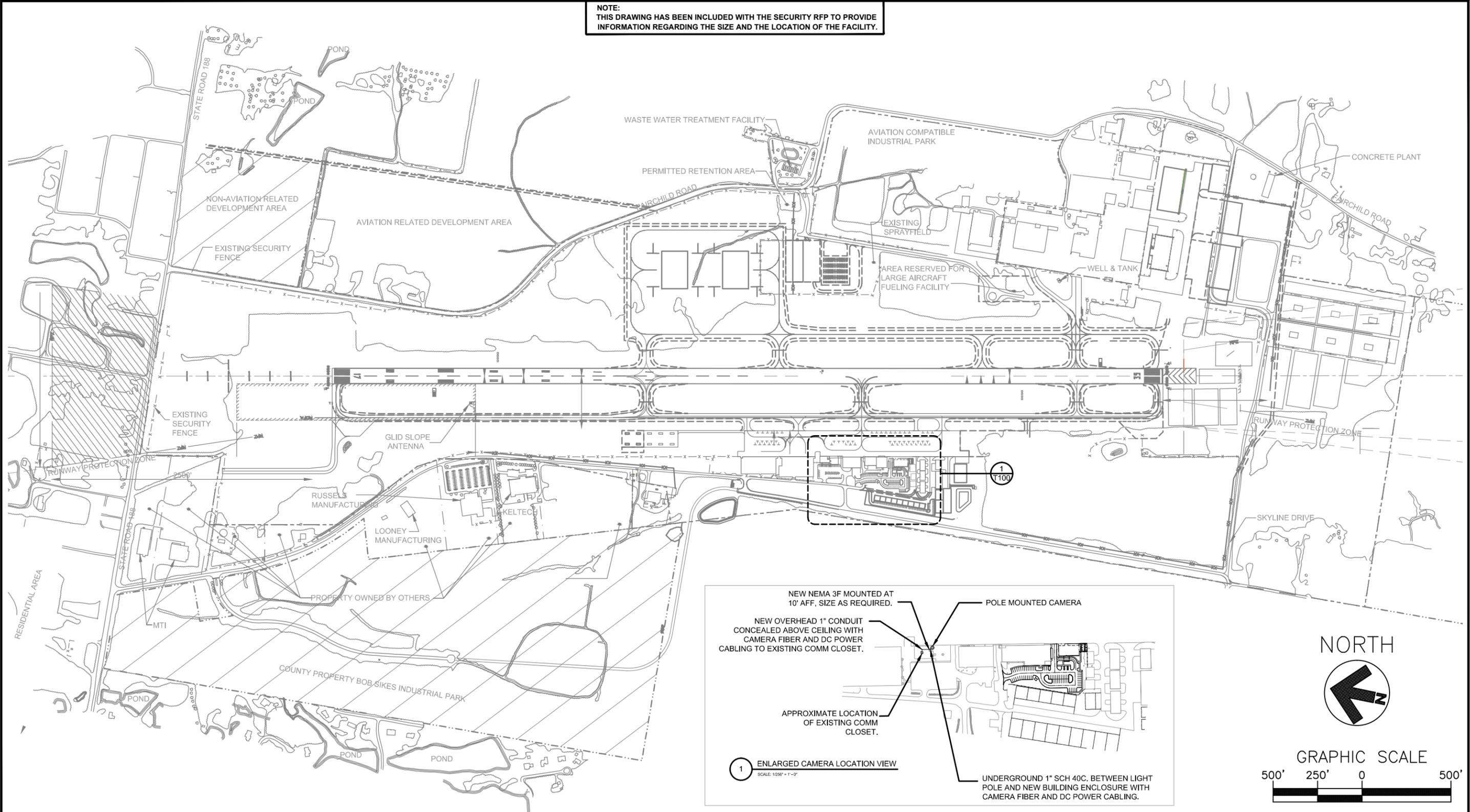
DESTIN EXECUTIVE AIRPORT - DTS
OKALOOSA COUNTY AIRPORT SYSTEM
DESTIN, FL



**OVERALL SITE
PLAN**

DRAWN WM	JOB NO. 2010251007
CHECKED MAA	SHEET T100
DATE 4/27/2018	FINAL RFP

NOTE:
THIS DRAWING HAS BEEN INCLUDED WITH THE SECURITY RFP TO PROVIDE
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BOB SIKES AIRPORT - CEW
OKALOOSA COUNTY AIRPORT SYSTEM
CRESTVIEW, FL



OVERALL SITE PLAN

DRAWN WM	JOB NO. 2010251007
CHECKED MAA	SHEET T100
DATE 4/27/2018	FINAL RFP