



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSALS
(RFP) # FY 2017-2018-007**

**SURVEILLANCE CAMERAS INSTALLATION,
MAINTENANCE AND OPERATIONAL LEASE;
MAINTENANCE OF
ACCESS CONTROL INFRASTRUCTURE**

SURVEILLANCE CAMERAS INSTALLATION
 MAINTENANCE AND OPERATIONAL LEASE AND
 MAINTENANCE OF ACCESS CONTROL
 INFRASTRUCTURE

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BACKGROUND

PURPOSE

The City of Hallandale Beach invites all interested and qualified firms (“Proposer”) to submit a proposal to supply cameras and related equipment, installation, integration and maintenance services for surveillance camera infrastructure, as well as maintenance of access control infrastructure at City facilities.

The City will only accept proposals from a Security Systems Integrator that will serve as the Prime Contractor, herein referred to as “the Proposer”. A Security Systems Integrator specializes in bringing together subsystems into a whole and ensuring that those subsystems function together. Subsystems may include video surveillance, access control, intrusion systems and sensory notification systems.

The Proposer must provide the list all of the subcontractors that will be part of the Proposal.

The attendees to the Mandatory Pre-Proposal Conference will be required to sign the Non-Disclosure Agreement provided in the Form section below. Proposers will gain an exact location list and further information related to the Mandatory Site Visits upon signing a Non-Disclosure Agreement.

The City is requesting a proposal for a five (5) year Security Camera improvement plan to install additional security cameras throughout the City, and to replace existing security cameras that have reached the end of their useful life and upgrade associated video management system for surveillance cameras. This five (5) year plan will be re-evaluated every year as part of the City’s budget process and budgeting for the expansion of the program is dependent upon City Commission approval. The City requires proposers to provide a five (5) year lease for acquisition of a comprehensive solution. The City is requesting that the Proposer address and propose the best cost proposal in order to provide the most cost effective Agreement term(s) for the period of five (5) years.

The City prefers that responses include lease payments over a period of five (5) years. The City is looking for a Proposer that is able to sustain the upfront capital investment. The City wishes to obtain a monthly cost to include all software, hardware, warranties, maintenance, upgrades, installation, etc. for an all-inclusive cost for lease services.

All proposals must be submitted in accordance with the RFP document which may be obtained online at www.cohb.org/solicitations

Upon award of this Request for Proposals (RFP) the City reserves the right to add sites, delete sites, adjust service levels, hire other additional contractors, do the work with City staff, or take other measures consistent with City policies, procedures, and/or act in other capacities in the best interest of the City.

Interested firms must provide a complete and comprehensive proposal describing the project management methods and scope of services the selected firm proposes to provide, including an implementation plan and schedule. The pricing proposal shall include a detailed cost proposal outlining the appropriate schedule of all items, including cameras costs, installation, maintenance, warranties and required connectivity for full operational system for the duration of the contract.

Florida Statutes:

Information relating to the security system for City owned property is exempt from public records pursuant to §119.071(3) and §281.301(1), Florida Statutes. Any entity that receives this RFP shall maintain the confidentiality of any information received from the City on the security system and all related information. Further, portions of the proposals that contain information exempt under §119.071(3) and §281.301(1), Florida Statutes, shall maintain such confidentiality after the award of the Agreement to the extent permitted and required by law.

Minimum Qualification Requirements – MQRs:

This RFP contains Minimum Qualification Requirements (MQRs) which the proposing firm **must** meet in order for the firm's response to be considered responsive.

Please read the MQRs to ensure your firm meets these requirements prior to submitting a response to this RFP.

Firm(s) that do not comply with MQRs will be determined non-responsive and disqualified from the evaluation process and their proposal will not be evaluated.

Permits:

Pursuant to Florida Statute Section 218.80, the City hereby discloses that the following licenses, permit and fees and their costs are issued by the City for construction. The licenses, permits and fees applicable to this project are within the link found below and must be obtained and/or paid by the awarded Contractor. The successful Contractor is responsible to identify and obtain all applicable licenses, permit and pay all such related fees. The costs of all licenses, permits and their respective fees applicable to this project are to be secured and paid for by the Contractor.

Additional Information available at:

<http://cohb.org/DocumentCenter/View/16099>

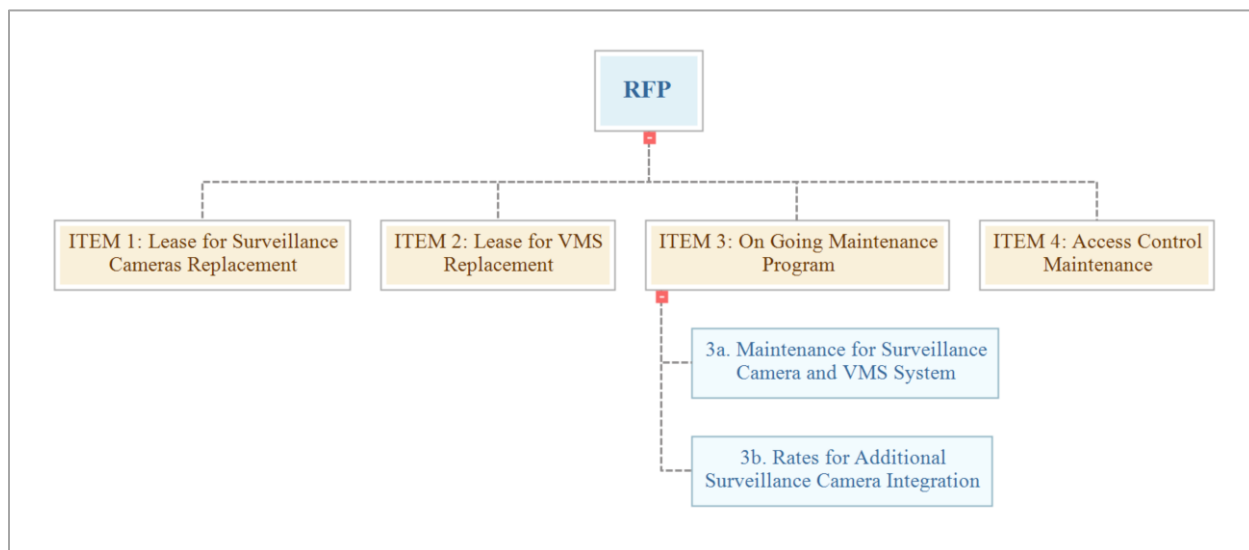
CURRENT ENVIRONMENT

The City has an existing video surveillance system which is comprised of a combination of wired and wireless infrastructure for transporting the surveillance video to the video storage devices, video management software, video storage devices, a combination of digital and analog cameras and associated cabling. The City also has a door access control system with multiple controllers, associated card reader interface boards, management software, proximity card readers and associated cabling. Details of each of the components are given below.

- **Surveillance Cameras:** The City currently has a need to replace 138 existing cameras. The existing cameras are analog and are connected to the existing video management system (VMS) via coaxial cable and digital converters. The cameras are located at various facilities throughout the City. Table 1 and Table 2 provides a list of cameras, facilities and camera types.
- **Video Management System (VMS):** The City requires the replacement of the existing Video Management System (VMS) with an upgraded system that includes features described in the Project Scope section below. Existing system hosts recording for 171 cameras for a 30 day retention period. System is installed in the datacenter of City Hall.
- **Access Control System:** The City is requesting hourly labor pricing to provide maintenance for the existing access control system for a period of five (5) years. The existing system is Lenel brand and includes eighty-five (85) card readers in seven (7) different facilities within the Hallandale Beach City limits.

PROJECT SCOPE

The Proposer will provide the services outlined below to support the implementation and maintenance of cameras and related equipment at all City facilities. A graphical work breakdown of scope is shown below as four main items. Scopes of work for each item are described in detail below.



SCOPE OF WORK DESCRIPTION

ITEM 1: Lease for Surveillance Camera Replacement

Proposer is expected to replace 138 existing analog cameras with digital Internet Protocol (IP) cameras and will require the installation of new CAT6 cable from the camera location to existing network equipment within the nearest network technology closet. The Proposer will remove the existing camera and where applicable the associated coax cable, appropriately disposing of same. Proposer is responsible for any surface restoration work (including but not limited to filling, patching, painting) necessary as a result of installation in City facilities. Cost proposal must include all cables, connectors, mounting brackets, installation kits and associated weather graded components that will be necessary to make the system requested fully operational for the intent, function and purposes stated herein.

Prior to completion of work and system turnover of the system to the City, the City will provide final acceptance of fully operational system for final payment. Fully operational system is defined by having the system operate on a 30-day cycle and ensuring that all recordings and camera field of views are accurate as required by City, meeting image specifications requirements, as specified herein, and may be easily retrievable as provisioned by video management software.

Equipment product scope is described below:

- Cameras must have dual streaming capabilities. One stream is used for recording and one stream is used for live monitoring via low bandwidth compression.
- Low bandwidth compression and must be able to transmit 20-30 frames per second.
- Cameras with backup recording capabilities are required. Backup recording may be a storage device card that is part of the camera equipment.
- Cameras must support the ONVIF standard.
- Proposed cameras must provide viewing capability in low light and night conditions. External Cameras must have wide dynamic range capabilities so that apertures of cameras adjust depending of the available light. Images from external cameras should be visible and operate with variable light conditions ranging from .18 lux (light level) to 100,000 lux. Proposer may explain how this will be achieved through proposed technology (lens, aperture range of camera, camera sensor).
- All equipment installed for outdoor use shall be hardened, weather proof and have a rating of Ingress Protection and Vandal Resistant rating of IK10 and IP66.
- Proposers will gain an exact location list upon signing a Non-Disclosure Agreement and may gain additional insight upon pre-proposal walk through conference.

SURVEILLANCE CAMERAS INSTALLATION
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Inventory of replacement cameras are described below:

Table 1: Replacement Camera Inventory

| Line No. | Site | Camera Type | Amount | Interior/Exterior | Existing Conduit |
|----------|----------------------------|-------------|--------|-------------------|------------------|
| 1 | Department of Public Works | Fixed | 10 | Exterior | Yes |
| 2 | Department of Public Works | PTZ | 2 | Exterior | Yes |
| 3 | Department of Public Works | Fixed | 1 | Interior | Yes |
| 4 | Department of Public Works | PTZ | 1 | Interior | Yes |
| 5 | City Hall | Fixed | 5 | Exterior | Yes |
| 6 | City Hall | PTZ | 1 | Exterior | Yes |
| 7 | City Hall | Fixed | 8 | Interior | Yes |
| 8 | Police Department | Fixed | 3 | Exterior | Yes |
| 9 | Police Department | Fixed | 12 | Interior | Yes |
| 10 | Cultural Center | Fixed | 3 | Exterior | Yes |
| 11 | Cultural Center | Fixed | 3 | Interior | Yes |
| 12 | Cultural Center | Fixed Dome | 1 | Interior | Yes |
| 13 | Beach South | Fixed | 6 | Exterior | Yes |
| 14 | Beach South | PTZ | 2 | Exterior | Yes |
| 15 | North Beach | Fixed | 10 | Exterior | No |
| 16 | Fire Station 60 | Fixed | 2 | Exterior | Yes |
| 17 | Fire Station 60 | PTZ | 1 | Exterior | Yes |
| 18 | Fire Station 60 | Fixed | 3 | Interior | Yes |
| 19 | Joseph Scavo Park | Fixed | 6 | Exterior | Yes |
| 20 | Joseph Scavo Park | PTZ | 1 | Exterior | Yes |
| 21 | Marina | Fixed | 8 | Exterior | Yes |
| 22 | Fire Station 90 | Fixed | 1 | Exterior | Yes |
| 23 | Fire Station 90 | PTZ | 1 | Exterior | Yes |
| 24 | Fire Station 90 | Fixed | 1 | Interior | Yes |
| 25 | BF James | Fixed | 7 | Exterior | Yes |
| 26 | BF James | PTZ | 2 | Exterior | Yes |
| 27 | Foster Road Corridor | PTZ | 2 | Exterior | Yes |
| 28 | Foster Park | Fixed | 2 | Exterior | Yes |
| 29 | Foster Park | PTZ | 1 | Exterior | Yes |
| 30 | Foster Community Center | Fixed | 4 | Exterior | Yes |
| 31 | Foster Community Center | Fixed | 9 | Interior | Yes |
| 32 | Elementary School | PTZ | 2 | Exterior | Yes |
| 33 | Sunset Park | PTZ | 1 | Exterior | Yes |
| 34 | Golden Isles Tennis | Fixed | 2 | Exterior | Yes |
| 35 | Golden Isles Park | Fixed | 1 | Exterior | Yes |
| 36 | Golden Isles Guard House | Fixed | 6 | Exterior | Yes |
| 37 | Golden Isles Guard House | Fixed | 3 | Exterior | Yes |
| 38 | Sunrise Park | Fixed | 1 | Exterior | Yes |

ITEM 2: Lease for Video Management System (VMS) Replacement

The City requires the replacement of the existing Video Management System (VMS). The VMS shall have the ability to integrate with a Public Safety Incident Management (PSIM) System using Open Industry Standards, such as PSIA, ONVIF, ODBC or common SDK. Any video hosted by the VMS must be accessible from mobile data terminals, utilized by Public Safety personnel, through internet and virtual private network (VPN) connectivity. The proposed VMS must be scalable to accommodate up to 250 cameras through the term of the Agreement.

- VMS software must be Enterprise quality with security features, audit logs and server client based.
- VMS must be able to accommodate up to 250 cameras.
- VMS must have system security accounts and password function with audit abilities to host user activity.
- Proposer shall include VMS licensing details and explain if licensing is required per camera and per user.
- VMS shall record at 20-30 frames per second at full resolution of camera and footage must be archived at a minimum of 30 days on the VMS server. City staff must have the ability to provide exceptions to required recording resolution on a case by case basis.
- VMS shall have capabilities of provisioning network video recorder (NVR) functionality to optimize storage and transmission capabilities.
- VMS shall be capable of integrating with Open Network Video Interface Forum (ONVIF) standards and support a wide range of Internet Protocol (IP)/ Analog cameras, encoders, readers and associated surveillance devices. VMS shall have the capability of integrating:
 - Video Surveillance
 - Environmental Sensors that monitor environmental conditions such as light, temperature or motion
 - Burglar and Intruder Detection Systems
 - Fire/Smoke Alarm Detection
 - Access Control Sensors
 - Building Management Systems
 - Visitor Management Systems
 - Global Position System (GPS) and Geographical Information Systems (GIS) Mapping

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- Proposed VMS storage shall be scalable and have the ability to be scalable for up to 250 cameras, associated surveillance and sensor products.
 - VMS must be able to provide vital sign monitoring of integrated camera surveillance and equipment on a 24/7 basis and provide pro-active notifications via email or Short Messaging Service (SMS) messaging to designated City staff.
 - VMS shall have the ability for authenticated users to be able to view and access live stream from cameras and recordings via internet protocol access.
 - The City requires a VMS that supports Open Platform Software with Software Development Kit (SDK).
 - VMS must have the capability of performing Video Analytics functionality and alert designated City staff automatically, should programmed trigger events/conditions take place.
 - Proposer shall review and propose any upgrades of video backhaul communications connectivity to the network, as needed, to provide greater system operational resiliency.
 - Proposer shall provide all associated wiring, installation of network connectivity products, conduits and installation of low voltage cabling from proposed camera surveillance network switches to camera.
 - Proposer shall include network switches that are compatible and may integrate with existing City Core Switch appliances. Network connectivity diagrams will be required for proposal submission.
 - Proposer must provide an all-inclusive installation cost for the VMS and include all associated maintenance and system warranties.
 - Provide detailed information on the model for system updates, patches, upgrades, and associated long term system requirements.

ITEM 3a: On Going Maintenance and Support of Surveillance Cameras and VMS System

- The City requires the following response times for maintenance of replacement surveillance cameras, replacement VMS system, as well as any new camera installations:
 - Four (4) Hours response time for Critical Response Service. Critical Response services will be required for specific cameras that provide surveillance to the jail and prisoner transport areas and finance cashiering areas. There is a total of eight (8) cameras that require this type of service response.
 - Twenty-Four (24) to Forty-Eight (48) Hour response time for Non-Critical Service
- Response means that Proposer will acknowledge support request, will troubleshoot and resolve within timeframes described.
- Proposer shall have hot swaps available for any failed equipment related to these critical response service cameras.
- Solutions must provide concurrent viewing of real time and recorded video.
- Cameras that require Emergency Service will be designated by the City. All cameras that do not require Emergency service shall be serviced as a Non-Emergency support call.
- Proposer's pricing shall include service/maintenance of the replacement surveillance system, which includes all installed equipment in Table 1: Replacement Camera Inventory and Table 2 described below, and Video Management System, for a period of five (5) years.

Table 2: Additional Replacement Camera Inventory

| LINE ITEM | SITE | CAMERA TYPE | AMOUNT | INTERIOR/EXTERIOR |
|-----------|-----------------|-------------|--------|-------------------|
| 39 | OB Johnson Park | Fixed | 12 | Exterior |
| 40 | OB Johnson Park | PTZ | 3 | Exterior |
| 41 | OB Johnson Park | Fixed | 20 | Interior |
| 42 | OB Johnson Park | PTZ | 1 | Interior |

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- Proposer's pricing includes part replacement, reintegration and ensuring connectivity from Camera to VMS.
 - Proposer shall provide training for VMS, Camera Management and integration to designated City Staff. A refresher training is required every year or upon installation of new upgrades.
 - Proposer shall provide phone support, email support and have ticketing system for follow up of support events.
 - Proposer shall have brick and mortar support facilities within 40 miles of the City of Hallandale Beach. If proposing company is sold during the contract period, new firm must comply with distance requirement specified herein.

ITEM 3b: Rates for Additional Surveillance Camera Integration

- Proposer shall provide hourly rate labor costs for installation of new cameras, purchased by the City, at a future date within the contract period.
- Proposed hourly labor rate includes installation, programming, mounting, calibrating, integrating, and testing of new cameras that are not part of the contract agreement. Proposed labor rate also includes VMS integration for new cameras and effort required to place camera into fully operational. Fully operational is defined by having the cameras operate on a 30-day cycle and ensuring that all recordings and camera field of views are accurate as required by City, meeting image specifications requirements, as specified herein, and may be easily retrievable as provisioned by video management software. All labor for new cameras shall include a one (1) year warranty.
- Proposer shall include unit costs for licensing for integrating with Video Management System.
- Proposer shall include per unit monthly cost for maintaining service added camera from installation completion date until end of five-year contract term.
- Maintenance for additional cameras will start after one (1) year of camera installation.

ITEM 4: Access Control System Maintenance

- Proposer shall provide an hourly pricing rate for performing maintenance of the existing system and equipment, and labor for new installations during the five (5) year contract period. Required access control maintenance includes providing service to all access controllers, reader interface boards, proximity readers, door strikes, gate actuators, management software, id-card software and associated cabling. There are eighty-five (85) card readers across seven (7) different facilities. Access control main control unit resides within the Hallandale Beach Police Department facility.
- Proposed labor hourly pricing shall be inclusive of effort required for future installation of access control equipment and devices, as needed by the City. Required hardware will be specified by the City at the time of need.
- Proposer, or sub-contractor, must be a Lenel Certified Professional (LCP) as defined in <http://www.lenel.com/training/lenel-certification-program/lenel-professional-certifications>.

ITEM 5: Installation of New City Purchased Cameras

- Proposer shall provide an hourly labor cost for the installation of new cameras, purchased by the City, at a future date. Cost must include:
 - Installation of camera
 - Labor
 - VMS Licensing
 - VMS integration

IMPLEMENTATION APPROACH

Proposer shall complete replacement and installation phase of items 1 and 2 within the 6 months of agreement execution. After replacement and installation phase of agreement, maintenance phase of the agreement will begin as defined in item 3 of scope. Proposer shall provide a full-time project manager that must be able to meet with City Staff at City Facilities at least once every two weeks during project replacement and installation phase.

- The Proposer shall include a project plan as part of their response. Project plan should be comprehensive and include:
 - Project directory with points of contact from vendor's team
 - Project schedule overview with phase descriptions
 - Project Deliverable Acceptance method
 - Progressive Project invoicing method (including progress payment schedule)
 - Project Communications Plan to include proposed bi-weekly meetings and progress reports. Bi-weekly progress report updates are required during installation and implementation phase.
- Formal acceptance by City designated staff of installations and performing equipment will be required as backup for invoicing. Signoff documentation from designated City staff will be required for invoice payment processing.
- Vendor will be evaluated upon completion of project replacement and installation phase on timeliness of implementation and grade of install.

BILL OF MATERIALS

A complete bill of material must be included with the Firm's response. It should be organized by system component to include:

- System Component Name/Description
- Brand
- Model Number
- Quantity Quoted
- Proposed install location
- Unit Price
- Extended Price

WARRANTIES

- Proposer shall provide a minimum one (1) year warranty for surveillance camera equipment. Proposed shall provide full details on warranty and exclusions.
- Camera Installation labor shall have a minimum one (1) year warranty.
- VMS shall have a minimum one (1) year warranty. Please provide full details on warranty and exclusions.
- Integration labor shall have a minimum of one year warranty.
- Warranty shall begin upon City acceptance of installed and integrated product. Proposer shall attain signoff documentation from City staff to document acceptance per installed camera location.

BACKGROUND CHECK AND TRAINING

Prior to any commencement of work for this RFP, any employee of Proposer and/or sub-contractor, must complete a background check and Criminal Justice Information Services (CJIS) Online Training, prior to entering Fire Rescue and Police department locations to perform services.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

This RFP contains Minimum Qualification Requirements (MQRs) which the proposing firm **must** meet in order for the firm's response to be considered responsive.

Please read the MQRs to ensure your firm meets these requirements prior to submitting a response to this RFP.

Firm(s) that do not comply with MQRs will be determined non-responsive and disqualified from the evaluation process and their proposal will not be evaluated.

All firms that are submitting a response to this RFP, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal.

All firm(s) named and providing work under your firm's submission must submit all forms requested in the [Forms Section](#).

All proposals must be submitted in accordance with the RFP document which may be obtained online at www.cohb.org/solicitations

The firm awarded the contract will be required to maintain the Minimum Qualification Requirements #1 during the term of the contract and any contract renewals.

All Minimum Qualification Requirements (MQRs) must be submitted with your firm's response.

Minimum Qualification Requirement # 1: Years in Business- Sunbiz:

Proposer must be incorporated through Sunbiz with a status of "Active" within the past three (3) years. Provide a copy of your firm's Sunbiz with your response showing a date filed of year **2015** or earlier.

Minimum Qualification Requirement # 2: Previous Experience and Past Projects

Proposer must be fully capable and experienced in the Surveillance Camera and Security Access Control System business providing sales, installation, and maintenance equivalent to the scope/specifications in this RFP. Firm must demonstrate previous experience by providing projects completed within the past three (3) years. At least one (1) of the projects provided must be for an installation project of 150 cameras or more. This information must be detailed and provided in the charts below.

Your firm must provide the information for MQR #2 on the following charts. Use additional charts if necessary for MQR #2:

| | |
|--|--|
| Name of Project # 1: | |
| Name of the firm that was awarded the Contract: | |
| List all of the sub-contractors that worked for the awarded Contractor to provide all services required by the Contract: | |
| Date when Project started: | |
| Date when Project was completed: | |
| Name of entity for which services were provided to: | |
| Updated contact name, phone and email for Project Manager where services were provided to: | |
| Provide: a). Detailed information about the scope of work your firm provided during this project and such must be similar and address the scope of work as required and addressed in this RFP. b). Was your firm the Prime Contractor awarded the Contract? c). Does your firm provide ongoing maintenance for the cameras and other project components? | |

| | |
|--|--|
| Name of Project # 2: | |
| Name of the firm that was awarded the Contract: | |
| List all of the sub-contractors that worked for the awarded Contractor to provide all services required by the Contract: | |
| Date when Project started: | |
| Date when Project was completed: | |
| Name of entity for which services were provided to: | |
| Updated contact name, phone and email for Project Manager where services were provided to: | |
| Provide: a). Detailed information about the scope of work your firm provided during this project and such must be similar and address the scope of work as required and addressed in this RFP. b). Was your firm the Prime Contractor awarded the Contract? c). Does your firm provide ongoing maintenance for the cameras and other project components? | |

| | |
|---|--|
| Name of Project # 3: | |
| Name of the firm that was awarded the Contract: | |
| List all of the sub-contractors that worked for the awarded Contractor to provide all services required by the Contract: | |
| Date when Project started: | |
| Date when Project was completed: | |
| Name of entity for which services were provided to: | |
| Updated contact name, phone and email for Project Manager where services were provided to: | |
| Provide: a). Detailed information about the scope of work your firm provided during this project and such must be similar and address the scope of work as required and addressed in this RFP. b). Was your firm the Prime Contractor awarded the Contract? c). Does your firm provide ongoing maintenance for the cameras and other project components? | |

Minimum Qualification Requirement # 3:

Proposer, or sub-contractor of Proposer, must be a Lenel Certified Professional (LCP) as defined in <http://www.lenel.com/training/lenel-certification-program/lenel-professional-certifications>.

Proposer must submit a copy of Firm's and/or subcontractor Lenel Certificate. If the subcontractor is the Firm holding the Lenel Certificate such subcontractor must be listed in [Item 7, below, Firm's Qualification and Experience letter i.](#)

BACKGROUND INFORMATION FOR THE CITY OF HALLANDALE BEACH:

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 39,000 off-season with an increase in population to approximately 50,000 during season. The City's fiscal year begins October 1 and ends September 30.

The City provides the following services to its residents:

- Police, Fire and Rescue;
- Construction and maintenance of streets, bridges, sidewalks, storm drainage, parks, community and recreational facilities;
- City planning, zoning, subdivision and building code regulation and enforcement;
- Supervised recreation programs;
- Redevelopment of commercial and residential neighborhoods; and
- Water, Sewer, Sanitation and municipal cemetery services.

The City of Hallandale Beach is a Commission-Manager form of government, consisting of five elected officials: a Mayor, a Vice-Mayor and three Commissioners who establish legislative policies; which are then carried out by the City Manager. The Commissioners and Mayor are elected at-large during municipal elections that are held the first Tuesday of November in even numbered years. Commission members select the Vice-Mayor from their own membership following each election.

PRICE SHEETS:

Firm’s proposed costs must be inclusive of all related expenses to provide the services as defined in this RFP.

The City reserves the right to reject all proposals that have any variances and/or contingencies. Any variances and/or contingencies must be listed on the Variance Form.

Contract increases will not be accepted for the first two (2) years of the initial Contract term.

After the second (2nd) complete year of the contract term any increases shall be subject to an increase only if increases occur in the industry. Such increases shall not exceed 2% based on the Consumer Price Index (CPI) as published by the U.S. Bureau of Labor Statistics. The Contractor must provide documentation proving that their operational costs to provide services have increased significantly and such must be provided to the City’s Project Manager ninety (90) days prior to the end of the contract year.

Proposer to use following pricing sheets to provide costs.

ITEM 1: Lease for Surveillance Cameras Replacement Pricing Sheet

| LINE NO. | SITE | CAMERA TYPE | AMOUNT | INTERIOR/EXTERIOR | EXISTING CONDUIT | MONTHLY LEASE PAYMENT |
|----------|----------------------------|-------------|--------|-------------------|------------------|-----------------------|
| 1 | Department of Public Works | Fixed | 10 | Exterior | Yes | \$ |
| 2 | Department of Public Works | PTZ | 2 | Exterior | Yes | \$ |
| 3 | Department of Public Works | Fixed | 1 | Interior | Yes | \$ |
| 4 | Department of Public Works | PTZ | 1 | Interior | Yes | \$ |
| 5 | City Hall | Fixed | 5 | Exterior | Yes | \$ |
| 6 | City Hall | PTZ | 1 | Exterior | Yes | \$ |
| 7 | City Hall | Fixed | 8 | Interior | Yes | \$ |
| 8 | Police Department | Fixed | 3 | Exterior | Yes | \$ |
| 9 | Police Department | Fixed | 12 | Interior | Yes | \$ |
| 10 | Cultural Center | Fixed | 3 | Exterior | Yes | \$ |
| 11 | Cultural Center | Fixed | 3 | Interior | Yes | \$ |
| 12 | Cultural Center | Fixed Dome | 1 | Interior | Yes | \$ |
| 13 | Beach South | Fixed | 6 | Exterior | Yes | \$ |
| 14 | Beach South | PTZ | 2 | Exterior | Yes | \$ |
| 15 | North Beach | Fixed | 10 | Exterior | No | \$ |
| 16 | Fire Station 60 | Fixed | 2 | Exterior | Yes | \$ |
| 17 | Fire Station 60 | PTZ | 1 | Exterior | Yes | \$ |
| 18 | Fire Station 60 | Fixed | 3 | Interior | Yes | \$ |
| 19 | Joseph Scavo Park | Fixed | 6 | Exterior | Yes | \$ |
| 20 | Joseph Scavo Park | PTZ | 1 | Exterior | Yes | \$ |

SURVEILLANCE CAMERAS INSTALLATION
 MAINTENANCE AND OPERATIONAL LEASE AND
 MAINTENANCE OF ACCESS CONTROL
 INFRASTRUCTURE

| | | | | | | |
|--|--------------------------|-------|---|----------|-----|-----------|
| 21 | Marina | Fixed | 8 | Exterior | Yes | \$ |
| 22 | Fire Station 90 | Fixed | 1 | Exterior | Yes | \$ |
| 23 | Fire Station 90 | PTZ | 1 | Exterior | Yes | \$ |
| 24 | Fire Station 90 | Fixed | 1 | Interior | Yes | \$ |
| 25 | BF James | Fixed | 7 | Exterior | Yes | \$ |
| 26 | BF James | PTZ | 2 | Exterior | Yes | \$ |
| 27 | Foster Road Corridor | PTZ | 2 | Exterior | Yes | \$ |
| 28 | Foster Park | Fixed | 2 | Exterior | Yes | \$ |
| 29 | Foster Park | PTZ | 1 | Exterior | Yes | \$ |
| 30 | Foster Community Center | Fixed | 4 | Exterior | Yes | \$ |
| 31 | Foster Community Center | Fixed | 9 | Interior | Yes | \$ |
| 32 | Elementary School | PTZ | 2 | Exterior | Yes | \$ |
| 33 | Sunset Park | PTZ | 1 | Exterior | Yes | \$ |
| 34 | Golden Isles Tennis | Fixed | 2 | Exterior | Yes | \$ |
| 35 | Golden Isles Park | Fixed | 1 | Exterior | Yes | \$ |
| 36 | Golden Isles Guard House | Fixed | 6 | Exterior | Yes | \$ |
| 37 | Golden Isles Guard House | Fixed | 3 | Exterior | Yes | \$ |
| 38 | Sunrise Park | Fixed | 1 | Exterior | Yes | \$ |
| TOTAL MONTHLY LEASE PAYMENT | | | | | | \$ |
| TOTAL YEARLY LEASE COST YEARS 1-5 | | | | | | \$ |

ITEM 2: Lease for Video Management System (VMS) Replacement Pricing Sheet

| LINE ITEM | DESCRIPTION | UNIT OF MEASURE | MONTHLY LEASE PAYMENT |
|--|---|-----------------|-----------------------|
| 1 | Video Management System Replacement Lease including licensing, labor, connectivity equipment, hardware, maintenance, integration, all necessary, for up to 250 cameras as defined in scope section. | MONTHLY | \$ |
| TOTAL VMS REPLACEMENT AND MAINTENANCE LEASE YEARS 1-5 | | | \$ |

ITEM 3a: Maintenance for Surveillance Camera and VMS System

| LINE ITEM | DESCRIPTION | UNIT OF MEASURE | MONTHLY PAYMENT |
|--|---|-----------------|-----------------|
| 1 | Maintenance costs for ongoing support of Surveillance Camera System and VMS | MONTHLY | \$ |
| TOTAL VMS REPLACEMENT AND MAINTENANCE YEARS 1-5 | | | \$ |

ITEM 3b: Rates for Additional Surveillance Camera Integration

| LINE ITEM | DESCRIPTION | UNIT OF MEASURE | COST |
|-----------|---|-----------------|------|
| 1 | Hourly rate labor costs for installation of new cameras, purchased by the City, at a future date within the contract period | HOURLY | \$ |
| 2 | Unit costs for licensing for integrating with Video Management System | PER CAMERA | \$ |
| 3 | Monthly cost to maintain added cameras from installation completion date until end of five-year contract period | MONTHLY | \$ |

ITEM 4: Access Control System Maintenance

| LINE ITEM | DESCRIPTION | UNIT OF MEASURE | COST |
|-----------|---|-----------------|------|
| 1 | Hourly rate labor costs for performing maintenance to existing access control system inclusive of scope of work described | HOURLY | \$ |

I, _____,
 Name of authorized Officer per Sunbiz and/or legal documentation Title

of _____
 Name of Firm as it appears on Sunbiz and/or legal documentation

hereby, attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

 Signature

 Print Name and Title

REFERENCES:

References are required as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. Firms must provide a verifiable reference.

Proposers must provide three (3) references supporting the experience presented in [MQR #2](#).

The three (3) references provided must be same for the projects provided for MQR #2. At least one (1) reference must be for an installation project of 150 cameras or more.

Your Firm must send and obtain a completed [Reference Check Form](#) for each of your firm's three (3) references.

Your Firm must include the completed three (3) Reference Check Forms within your Firm's Proposal on the USB drive.

Do not provide more than three (3) references.

The City will send the references a request for verification via email within no later than two (2) business days from receipt of proposals. If the reference is not available or unable to respond within three (3) business days from email request, the reference shall not be considered valid. This will cause your Firm to lose points awarded for this criterion. Therefore, please make sure that the references listed in your Firm's response are aware that they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the references which were submitted with the Firm's response.

DEFINITIONS

"Addenda or Addendum" means additional directions, modifications and alternations to solicitation which is issued as separate document prior to the time of receipt of bids or proposals

"Award" means the acceptance of a proposal, offer or proposal by the proper authorized designee. The City Commission must approve all awards over the purchasing authority of the City Manager, except for emergency purchases.

"City" the City of Hallandale Beach (COHB) or the City Commission, a municipal corporation of the State of Florida.

“City’s Project Manager” means the City’s representative duly authorized by the City Manager to provide direction to the Contractor regarding services provided pursuant to this RFP and the Contract.

“Contract” and “Contract Documents” means the Agreement for this Project to be entered between the City and the Successful Proposer/Contractor.

“Contractor” the individual(s) or Firm(s) to whom the award is made and who executes the Contract Documents.

“Notice to Proceed” means the written notice given by the City to the Contractor of the date and time for work to start.

“Proposal” means the proposal or submission submitted by a Proposer.

“Proposer” means one who submits a Proposal in response to a solicitation. Proposer shall be a security system integrator that will serve as the Prime Contractor. Security systems integrator specializes in bringing together subsystems into a whole and ensuring that those subsystems function together. Subsystems may include video surveillance, access control, intrusion systems and sensory notification systems.

“Proposal Documents” the Request for Proposals, Instructions to Proposers, Technical specifications, plans and attachments and the proposed Contract Documents (including all Addenda issued prior to the opening of Proposals).

CONTRACT TERMS

The Contract term will be for five (5) years.

Maintenance contract items (Items 3 and 4) may be cancelled by the City within thirty (30) days with a written notice by the City of Hallandale Beach.

The City is requesting a proposal for a five (5) year Security Camera improvement plan to install additional security cameras throughout the City, and to replace existing security cameras that have reached the end of their useful life and upgrade associated video management system for surveillance cameras. The Contractor shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City.

The submittal responses shall be valid until City Commission awards a contract as a result of this RFP. City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information or clarification from Proposers.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any proposal and further reserves the right to take any other action that may be necessary in the best interest of the City. The City further reserves the right to reject any or all proposals, with or without cause, to waive technical errors and informalities or to accept the proposal which in its judgment, best serves the City of Hallandale Beach.

CONTRACT COST

The Price Sheets provided must be utilized to provide the City the Firm's Cost Proposal. No additional items, fees, costs other than the ones identified in the Price Sheet will be awarded or paid through the Contract. No increases in fees will be allowed for night hours, weekend hours, special events, holidays, or schedule changes.

Contract increases will not be accepted for the first two (2) years of the initial Contract term.

After the second (2nd) complete year of the contract term any increases shall be subject to an increase only if increases occur in the industry. Such increases shall not exceed 2% based on the Consumer Price Index (CPI) as published by the U.S. Bureau of Labor Statistics. The Contractor must provide documentation proving that their operational costs to provide services have increased significantly and such must be provided to the City's Project Manager ninety (90) days prior to the end of the contract year. No more than one (1) cost increase will be accepted during any renewal period.

CONFLICT OF INTEREST

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship on the Conflict of Interest Notification Requirement Questionnaire provided in the [Form's Section](#). Pursuant to the City of Hallandale Beach Standards of Ethics, any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

<http://fiche.hallandalebeach.org/WebLink/0/doc/5274/Page1.aspx>

PERFORMANCE AND LABOR MATERIALS PAYMENT BOND:

A Performance and Labor Materials Payment Bond in an amount equal to one Hundred (100%) percent of total Contract amount awarded must be submitted by the Awarded Firm within fifteen (15) days after receipt of request from Procurement Department. The Notification of Award is the day Commission meeting is held to award the contract. The Procurement Department will notify the awarded Firm of this date via a letter. A Performance and Labor Materials Payment Bond must be provided in an amount equal to 100% of the Contract price issued by a surety company licensed to do business in the State of Florida. (F.S. 255.05). On approval of any Contract change increasing the Contract price, Firm shall ensure that the performance bond and payment bond are increased so that each reflects the total Contract price as increased.

EVALUATION PROCESS AND CRITERIA:

Evaluation Process

The proposal must address all points outlined in the specifications of this RFP. The proposal must provide clear and concise information of the Proposer's capability to satisfy the requirements of the RFP. The substance of the proposals will carry more weight than their form or manner of presentation.

The Evaluation Committee will utilize the criteria below to rate your firm's proposal.

Upon review of the proposals by the evaluation committee, oral presentations may be required.

Criteria

The recommendation(s) for award shall be made to the City Commission, by the City Manager, to the responsible responsive Proposer(s) whose proposal is highest rated by the Evaluation Committee.

| NUMBER | Evaluation Criteria | MAXIMUM Potential Points |
|--------|---|---|
| 1. | MINIMUM QUALIFICATION REQUIREMENTS (MQRs) – this criterion has no points. If your firm does not provide all the required MQRs information, your firm’s proposal will not be reviewed/evaluated and your firm’s submission will be disqualified. | Ensure your firm provides all the MQRs within your firm’s submittal |
| 2. | Firm’s Qualifications and Experience | 10 |
| 3. | Leasing Terms and Cost Proposal | 35 |
| 4. | Past Performance - References | 5 |
| 5. | Surveillance Camera System Functionality and Coverage | 15 |
| 6. | Implementation Plan / Approach | 20 |
| 7. | On Going Maintenance and Support | 15 |
| | TOTAL POINTS | 100 |

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit responses on a Universal Serial Bus (USB) drive only. **Provide one (1) USB drive with your firm’s submittal.**

The files on the USB drive must be in a searchable adobe format (.pdf file). No other form of submission is acceptable, including hardcopy (paper), CDs, e-mail, etc.

Firms must make sure that the pdf files provided are searchable prior to submission. Do not place passwords on the USB drive.

Section below, Proposal Format, outlines the format to be followed for responses to this RFP.

**PROPOSAL FORMAT:
 The following format must be followed by firms submitting responses to the RFP.**

Your firm’s response must provide all information requested below items # 1 through # 12.

Firm’s non-compliance to the outline below will hinder the Evaluation Committee’s ability to find the responses to the RFP and could cost your firm points for information that is not easily found.

While additional data may be presented, the information requested in the items 1 through 12, must be included. Items 1-12 represent the criteria after which the proposals will be evaluated.

1. Title Page

Provide the RFP # and title, the firm's name; the name, address, telephone number and email of the contact person; and the date of the proposal.

2. Table of Contents

Include clear identification of the material by section and by page number.

3. Transmittal Letter

A transmittal letter must be provided briefly stating the proposers' understanding of the work to be done, the commitment to perform the work within the required time period, a statement why the firm believes they are the best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer until such time as City Commission awards a contract as a result of this RFP.

The transmittal letter must be signed by a duly authorized officer(s) of your firm, as registered with the Florida Secretary of State through the Division of Corporations website at: www.sunbiz.org. Your firm must provide a copy your firm's Sunbiz following the transmittal letter in order to verify the duly authorized officers. If such officer is not listed in the Sunbiz for your firm, your firm must provide a legal document, such a Certificate of Resolution, naming the officer as authorized to execute on behalf of the firm.

Provide the names of the persons who will be authorized to make representation for the Proposer, their titles, addresses, telephone numbers and email addresses.

Provide the name of the Project Manager who will be the direct point of contact during the term of the Agreement.

4. Executive Summary

The Proposer shall submit an executive summary, which outlines its Proposal. The executive summary shall, at a minimum, include an identification of the proposed team, responsibilities of the team, and a summary of the proposed services. This section should highlight aspects of this Proposal, which make it superior or unique in addressing the needs of the City.

5. Minimum Qualification Requirements (MQRs)

All firms responding to this RFP must submit with firm's response all of the Minimum Qualification Requirements (MQRs) requested in MQRs section. Please read the MQRs to ensure your firm meets these requirements prior to submitting to this RFP.

Firm(s) that do not comply with the outline below will be determined non-responsive and disqualified from the evaluation process.

All firms that are submitting a response to this RFP, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. Any subcontractors or partner firms that will perform any work described in the proposal shall be listed.

All firm(s) named and providing work under your firm's submission must also submit all forms requested in the Forms Section.

The firm awarded the contract will be required to maintain the Minimum Qualification Requirements #1 during the term of the contract and any contract renewals.

6. Required Forms:

Please make sure all of the forms below are included in your proposal within the USB drive.

- a. Proposal Submitted by Form
- b. CONFIDENTIALITY NOTICE AND NONDISCLOSURE AGREEMENT
- c. Variance Form
- d. Legal Proceedings Form
- e. Public Entity Crime Form
- f. Domestic Partnership Certification form
- g. Conflict of Interest Notification Requirement Questionnaire
- h. Drug Free Workplace Form
- i. Reference Check Form
- j. Anti-Kickback Affidavit

7. Firm's Qualifications and Experience

- a. Indicate the firm's number of years of experience in providing the required services. The proposal must demonstrate the qualifications and experience of the firm.

-
- b. Address in detail where the Firm has provided lease services for other entities as it is being requested through this RFP.
 - c. Specify the firm's particular area(s) of expertise and experience and how those strengths will benefit the City.
 - d. Specify what unique circumstances sets the firm apart from others who perform the same or similar services.
 - e. Specify firm's technical capability to support the infrastructure.
 - f. Provide detail information about the Project's Team's experience and qualifications.
 - g. Provide detail information about the Project Management experience and approach to the project.
 - h. Provide detail information about the firm's ability to provide implementation support and operational support.
 - i. Provide the list all of the subcontractors that will be part of the Proposal. The firm must provide a detail list of each firm/subcontractor that will be hired and detail what specific type of work such firm/subcontractor will be responsible for during the Agreement.
 - j. Provide resumes of key management personnel and support staff, including education, experience, and any other pertinent information for each member to be assigned to this project (including partner firms or subcontractors).

8. Leasing Terms and Cost Proposal

Provide in detail the following information for the lease terms:

- a. The acquisitions costs, if any, after the five (5) years of the Agreement.
- b. The yearly interest rate
- c. The name of the leasing company
- d. All other parameters of the lease
- e. A copy of the leasing agreement

The Price Sheets must be utilized for the submission of your firm's Cost.

9. Past Performance -References

The City will send the references your firm provides a request for verification via email within no later than two (2) business days from receipt of your firm's proposal.

If the reference is not available or unable to respond within two (2) business days from email request, the reference shall not be considered valid and the points for references will be affected.

Please make sure that the references listed in your firm's response are aware that they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the reference which was submitted with your firm's proposal.

10. Surveillance Camera System Functionality and Coverage

- a. Discuss and describe the lens field of view triangles for new installation. Describe zoom lens capabilities per camera.
- b. Provide recording capabilities per camera.
- c. Explain how VMS software operates, including transfer, management, storage, and sharing capabilities.
- d. Explain licensing model for proposed equipment.
- e. Discuss viewing capabilities through mobile devices such as laptops, smartphones and tablets. Provide compatibility with Android and iOS devices.
- f. Discuss mapping capabilities from VMS.
- g. Provide details for equipment warranty and repair service plan.
- h. Discuss how often the upgrades are provided.
- i. Provide copies of the software license and software maintenance agreements with your submission.
- j. Provide detailed information on the model for system updates, patches, upgrades, etc., and what costs, if any, are associated with updates.
- k. Bill of Materials: Provide and include with the Firm's response the following:
 - i. System Component Name/Description
 - ii. Brand
 - iii. Model Number
 - iv. Quantity Quoted
 - v. Proposed install location
 - vi. Unit Price

11. Implementation Plan / Approach

The Proposer shall include a project plan as part of their response. Project plan should be comprehensive and include:

- a. Project directory with points of contact from vendor's team
- b. Project schedule overview with phase descriptions
- c. Project Deliverable Acceptance method.
- d. Progressive Project invoicing method (including progress payment schedule)
- e. Project Communications Plan to include proposed meetings and progress reporting methods. Bi-weekly updates are required by proposer during install and implementation phase.

12. On Going Maintenance and Support

- a. Discuss distance and response time of support personnel.
- b. Discuss responsiveness for daily calls related to issues, repairs, etc.
- c. Discuss in detail the firm's planned response time that are guaranteed for all types of scenarios, issues, calls, etc. Please discuss in detail the different scenarios and what would cause your firm not to meet the response time.
- d. Discuss in detail your firm's local presence and ability to meet the response times required by the City.
- e. Provide details on firm's approach to training for VMS, Camera Management and integration to designated City Staff. How will the firm implement training on an annual basis, and when upgrades are released?
- f. Please detail the ticketing system used for follow up of support events.

ORAL PRESENTATIONS:

The Evaluation Committee may select proposers to conduct oral presentations.

Oral presentations may be scheduled with the firm(s) as requested by the Evaluation Committee. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

Oral presentations are to support what has been provided in the proposals by each firm and to exhibit and otherwise demonstrate and clarify and expand on the information contained therein. The City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information and clarification from Proposers. Sufficient time will be provided to submit this information.

After oral presentations, proposals will be evaluated and ranked by the Evaluation Committee to obtain the results for recommendation to award the Contract.

All proposals must be submitted in accordance with the Request for Proposals (RFP) document which may be obtained online at www.cohb.org/solicitations.

SUBMITTAL DUE DATE:

RESPONSES ARE DUE: APRIL 2, 2018 NO LATER THAN 11:00AM.

RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:

CITY OF HALLANDALE BEACH
OFFICE OF THE CITY CLERK – EXECUTIVE OFFICES
PLACE THE NAME OF YOUR FIRM HERE
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: RFP # FY 2017-2018-007
SURVEILLANCE CAMERAS INSTALLATION,
MAINTENANCE AND OPERATIONAL LEASE AND
MAINTENANCE OF ACCESS CONTROL INFRASTRUCTURE

LATE PROPOSALS WILL NOT BE ACCEPTED

MANDATORY PRE-PROPOSAL CONFERENCE AND SITE VISITS:

For this RFP the City is holding a Mandatory Pre-Proposal Conference. The Pre-Proposal Conference is held to explain in detail the RFP documents, which make up the RFP for this project. The Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff.

In order for your Firm's proposal to be accepted a representative from your firm must attend the Mandatory Pre-Proposal Conference and signed in for your firm.

The Mandatory Pre-Proposal Conference will be held **March 8, 2018 at 11:00 am**, City of Hallandale Beach, 400 South Federal Highway in Commission Chambers.

Mandatory Site Visits:

The City of Hallandale Beach will conduct site visits of each City site, street, building, and/or location(s) to view equipment/systems in lieu of the City releasing any schematic diagrams or schematic drawings which depict the exact location of equipment/systems.

The Mandatory Site Visits will be held on March 19, March 20, and March 21, 2018 starting at 8:30 am. The meeting place for the Site Visits for each of these three (3) days will be the City of Hallandale Beach, Commission Chambers, 400 South Federal Highway, Hallandale Beach 33009.

If the Proposing Firm is not on time to sign in during the 8:30 am meeting time at the location stated above such Firm will not be allowed to do the Site Visits and the Firm's proposal will not be accepted. Firm must ensure to have a representative of your Firm present on time for each day of the Site Visits.

The Proposing Firm must be present and sign in the Firm's attendance for each day for each site visit. During the sign in at the location stated above the City will provide the Site Visit schedule for the day. **Firms cannot do site visits without City staff.** If the Proposing Firm did not sign in as required for the Site Visits the Firm's proposal will not be accepted.

No questions will be answered during the site visits. No pictures are allowed to be taken during the site visits.

Any questions must be provided in writing to email below and the answers will be provided via an addendum.

Firms will be receiving, reviewing, evaluating, examining, and viewing the confidential information for the sole and exclusive purpose of responding to the RFP.

Firms will be required to sign a Non-Disclosure agreement (NDA) prior to attending the site visits. At the conclusion of the Pre-Proposal Conference, the NDA will be emailed to Firms listed on the Mandatory Pre-proposal Conference sign-in sheet.

An executed NDA must be provided by Proposing Firm. The NDA must be emailed by the Proposing Firm's by no later than **March 15, 2018 by 11:00 am**. NDA must be sent to csmith@cohb.org. Firm must also provide in this email the name(s) and title(s) of the individual(s) from the Proposing Firm that will be attending the site visits.

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to csmith@cohb.org no later than **March 23, 2018 at 11:00 am**.

Answers to questions received before the deadline will be released via addendum.

REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE

THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.

| | |
|--|--|
| RFP DOCUMENT RELEASED | FEBRUARY 16, 2018 |
| MANDATORY PRE-PROPOSAL CONFERENCE AND MANDATORY SITE VISIT | MARCH 8, 2018 11:00 AM COMMISSION CHAMBERS MANDATORY SITE VISITS MARCH 19, MARCH 20, AND MARCH 21, 2018 STARTING AT 8:30 AM |
| ALL QUESTIONS DUE | MUST BE EMAILED BY NO LATER THAN MARCH 23, 2018 11:00 AM |
| RFP DEADLINE FOR RECEIPT OF PROPOSALS | <u>APRIL 2, 2018</u> <u>BY NO LATER THAN 11:00 AM</u> |
| EVALUATION OF PROPOSAL/SELECTION OF FIRMS | APRIL 2018 |
| ORAL PRESENTATIONS – (IF REQUIRED) | APRIL 2018 |
| ESTIMATED CONTRACT AWARD BY CITY COMMISSION | MAY 2018 |
| PROJECT START DATE – ESTIMATED | JUNE 2018 |

QUESTIONS REGARDING RFP:

For information pertaining to this Request for Proposals (RFP), contact Carolyn Smith, Procurement Specialist, at the Procurement Department, (954) 457-1333 or csmith@cohb.org . Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written Addendum.

FORMS

**ALL FIRMS' MUST COMPLETE, SIGN AND RETURN ALL FORMS WITH
THE FIRM'S SUBMITTAL.**

**ALL FIRMS THAT ARE SUBMITTING A RESPONSE TO THIS RFP, EITHER
THROUGH A JOINT VENTURE, A JOINT COLLABORATIVE PROPOSAL,
ETC. MUST SIGN
AND SUBMIT ALL FORMS AS PART OF THE RESPONSE TO THIS RFP**

UNABLE TO SUBMIT A RESPONSE? We sincerely hope this is not the case. If your firm cannot submit a proposal at this time, please provide the information requested in the space provided below and return form to procurement_department@cohb.org.

HAVE RECEIVED THE RFP

(COMPANY NAME)

UNABLE TO RESPOND TO THE RFP AT THIS TIME DUE TO THE FOLLOWING REASONS:

| |
|--|
| |
| |
| |
| |

COMPLETE INFORMATION BELOW:

| | |
|---|-----------|
| SIGNATURE: | |
| TITLE: | |
| STREET ADDRESS: (OR) | |
| CITY: | |
| STATE: | ZIP CODE: |
| TELEPHONE/AREA CODE: () | |
| EMAIL ADDRESS: | |
| RETURN THIS UNABLE TO SUBMIT FORM ONLY TO EMAIL ABOVE: | |
| CITY OF HALLANDALE BEACH | |
| PROCUREMENT DEPARTMENT | |
| 400 SOUTH FEDERAL HIGHWAY, ROOM 242 | |
| HALLANDALE BEACH, FL 33009 | |
| TITLED: RFP # FY 2017-2018-007 SURVEILLANCE CAMERAS INSTALLATION, MAINTENANCE AND OPERATIONAL LEASE AND MAINTENANCE OF ACCESS CONTROL INFRASTRUCTURE | |

THIS PROPOSAL SUBMITTED BY:

| |
|-----------------------|
| COMPANY: |
| ADDRESS: |
| CITY & STATE: |
| ZIP CODE: |
| TELEPHONE: |
| DATE OF RFP: |
| FACSIMILE NUMBER: |
| E-MAIL ADDRESS: |
| FEDERAL ID NUMBER: |
| NAME & TITLE PRINTED: |
| SIGNED BY: |

WE (I) the above signed hereby agree to furnish the item(s), service(s) and have read all attachments including specifications, terms and conditions and fully understand what is required.

The Request for Proposals, Specifications, Proposal Forms, and/or any other pertinent document form a part of this proposal and by reference made a part hereof. Signature indicates acceptance of all terms and conditions of the RFP.

CONFIDENTIALITY NOTICE
AND
NONDISCLOSURE AGREEMENT

WHEREAS, this Nondisclosure Agreement is entered into by and between the City of Hallandale Beach with its principal offices at 400 South Federal Highway, Hallandale Beach, Florida 33009, (“the City”; “City of Hallandale Beach” or “Disclosing Party”) and _____, located at _____ (“Firm” or “Receiving Party”) for the purpose of preventing the unauthorized disclosure of Confidential and Exempt Information pursuant to Chapter 119 and as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain Confidential and Exempt Information (“Confidential Information”).

WHEREAS, the City has released Request for Proposal RFP # FY 2017-2018-007 Surveillance Cameras Installation, Maintenance and Operational Lease and Maintenance of Access Control Infrastructure . To properly respond to RFP # FY 2017-2018-007 Surveillance Cameras Installation, Maintenance and Operational Lease and Maintenance of Access Control Infrastructure Firm is desirous of receiving, reviewing, evaluating, examining, and viewing the Confidential Information for the sole and exclusive purpose of responding to RFP # FY 2017-2018-007 Surveillance Cameras Installation, Maintenance and Operational Lease and Maintenance of Access Control Infrastructure.

WHEREAS, The City of Hallandale Beach will conduct a visual walk through/site visit and Firm will to participate in a visual walk through/site visit of each City site, street, building, and/or location(s) to view equipment/systems in lieu of the City releasing any schematic diagrams or schematic drawings which depict the exact location of said equipment/systems.

Definition of Confidential Information. Confidential Information means any information in any form, personal/private data, or know-how, including as defined by and pursuant to F.S. Section 119.071 (3), but not limited to, that which relates to City site, street, building, and/or location(s) for viewing of equipment/systems.

Exclusions from Confidential Information. Receiving Party's obligations under this Agreement do not extend to information that is: (a) information generally attainable by the general public within the legal bounds of City, State or Federal law; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by Receiving Party through legitimate/lawful means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.

Nondisclosure of Confidential Information. The Receiving Party shall not use any Confidential Information disclosed to Receiving Party for their own use or any purpose other than to respond to RFP # FY 2017-2018-000 Surveillance Cameras Lease and Maintenance of Access Control Infrastructure.

The Receiving Party shall not disclose any Confidential Information of the City of Hallandale Beach to third parties or to "non-need to know" employees or contractors of the Receiving Party. Receiving Party shall hold and use Confidential Information only for the above-stated purpose of this Agreement and shall restrict disclosure of such Confidential Information to its employees or contractors with a need to know classification.

Each employee or contractor of Receiving Party identified as "need to know" person in connection with the receipt shall be bound to the terms of this Non-Disclosure Agreement.

Firm shall provide the City with a Master list of Contractor and all persons classified as a “need to know” individual prior to disclosure of Confidential Information. Contractors of Firm shall be required to execute the Non-Disclosure Agreement.

The Receiving Party shall take all reasonable measures to protect the secrecy of and avoid disclosure or use of Confidential Information in order to prevent disclosure into the public domain or in the possession of persons other than those persons authorized under this Agreement to have any such information. The Receiving Party shall never remove any item containing Confidential Information from the spaces in and around which the Confidential Information normally resides, is contained or kept. The Receiving Party shall immediately notify the City of Hallandale Beach in writing of any misuse or misappropriation of Confidential Information of the Disclosing Party, which comes to the Receiving Party’s attention.

NOTICE TO CITY

City of Hallandale Beach

Project Manager

Captain Terry Thouez

tthouez@cohb.org

1. **Term.** The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party’s duty to hold Confidential Information in confidence shall remain in effect and survive termination forever due to its sensitivity.
2. **Agreement.** Receiving Party agrees not to comment, discuss, or disclose the existence of or details of any confidential information, unless the information is a public record under Florida law.

-
3. **Successors and Assigns.** For the protection of the City of Hallandale Beach, this Agreement shall be binding upon Receiving Party, their employees, contractors, representatives, agents, successors and assigns.
 4. **Relationships.** Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venture, or employee of the other party for any purpose.
 5. **Governing Law.** This Agreement shall be governed by and enforced in accordance with the laws of the State of Florida and shall be binding upon the Receiving Party in the United States and worldwide.
 6. **Remedies.** The Receiving party agrees that any violation or threatened violation will cause irreparable injury, both strategic and financial, to the City of Hallandale Beach. The City of Hallandale Beach shall be entitled to injunctive relief against the threatened or actual breach of this Agreement by the Receiving Party without the necessity of proving actual damages. In addition to any and all remedies that may be available, in law, in equity or otherwise, the City shall be entitled to reasonable attorney's fees and costs incurred to prevent breach of this Agreement or any part of it and/or to secure its enforcement.
 7. **Severability.** Should any provision of this Nondisclosure Agreement be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the Agreement as a whole, or any part thereof, other than the part declared to be invalid.
 8. **Integration.** This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. This Agreement may not be amended except in a writing signed by both parties.

9. **Waiver.** The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

This Agreement and each party's obligations shall be binding on the employees, contractors, representatives, agents, successors and assigns of such party. Each Party has signed this Agreement through its authorized representative.

FIRM MUST EXECUTE THIS AGREEMENT AS APPLICABLE. USE CORPORATION OR NONCORPORATION FORMAT, AS APPLICABLE.

If the Company President does not sign the Agreement, there must be a Secretary's Certificate Form provided to the CITY of Hallandale Beach, Florida indicating designee signing, has the authority to sign.

(If incorporated sign below).

ATTEST:

RECEIVING FIRM'S NAME:

Name of Firm

Secretary

By: _____

Signature and Title

Print name of Authorized Officer
Signing above

CONTRACTOR MUST EXECUTE THIS AGREEMENT AS APPLICABLE. USE CORPORATION OR NONCORPORATION FORMAT, AS APPLICABLE.

If the Company President does not sign the Agreement, there must be a Secretary's Certificate Form provided to the CITY of Hallandale Beach, Florida indicating designee signing, has the authority to sign.

(If incorporated sign below).

ATTEST:

(Corporate Seal)

(Type Name and Title Signed Above)
____ Day of _____, 2018.

CONTRACTOR

(Name of Corporation)

By: _____

Signature and Title

Print name and title of
Authorized Officer signing above

PUBLIC ENTITY CRIME FORM

**SWORN STATEMENT PURSUANT TO SECTION 287.133(2) (a),
FLORIDA STATUTES,
PUBLIC ENTITY CRIME INFORMATION**

“A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.”

By: _____

Title: _____

Signed and Sealed _____ day of _____, 2018

Domestic Partnership Certification Form

This form must be completed and submitted with your firm's submittal.

Equal Benefits Requirements As part of the competitive solicitation and procurement process a Contractor seeking a Contract shall certify that upon award of a Contract it will provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses. Failure to provide such certification shall result in a Contractor being deemed non-responsive.

Domestic Partner Benefits Requirement means a requirement for City Contractors to provide equal benefits for domestic partners. Contractors with five (5) or more employees contracting with City, in an amount valued over \$50,000, provide benefits to employees' spouses and the children of spouses.

The firm providing a response, by virtue of the signature below, certifies that it is aware of the requirements of City of Hallandale Beach Ordinance 2013-03 Domestic Partnership Benefits Requirement, and certifies the following:

Check only one box below:

- 1. The Contractor certifies and represents that it will comply during the entire term of the Contract with the conditions of the Ordinance 2013-03, Section 23-3, Domestic Partner Benefits Requirement of the City of Hallandale Beach, or
- 2. The firm does not need to comply with the conditions of Ordinance 2013-03, Section 23-3, Domestic Partner Benefits Requirement of the City of Hallandale Beach, because of allowable exemption: **(Check only one box below):**
 - The firm's price for the contract term awarded is \$50,000 or less.
 - The firm employs less than five (5) employees.
 - The firm does not provide benefits to employees' spouses nor spouse's dependents.
 - The firm is a religious organization, association, society, or non-profit charitable or educational institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association or society.
 - The firm is a government entity.
 - The contract is for the sale or lease of property.

- The covered contract is necessary to respond to an emergency.
- The provision of Ordinance 2013-03, Section 23-3 Definition, of the City of Hallandale Beach, would violate grant requirements, the laws, rules or regulations of federal or state law.

I, _____, _____
Name of authorized Officer per Sunbiz Title

of _____
Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

Signature Print Name

STATE OF _____

COUNTY OF _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF
_____, 20__ BY _____

TO ME PERSONALLY KNOWN OR PRODUCED IDENTIFICATION:

(type of ID)

Signature of Notary Commission expires

Print Name of Notary Public

CONFLICT OF INTEREST NOTIFICATION REQUIREMENT QUESTIONNAIRE

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship below. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the Board of Directors prior to entering into a contract with the City.

1. Name of firm submitting a response to this RFP.

2. Describe each affiliation or business relationship with an employee, board member, elected official(s) or an immediate family member of any such person of the City of Hallandale Beach or Hallandale Beach Community Redevelopment Agency, if none so state.

3. Name of City of Hallandale Beach or Hallandale Beach Community Redevelopment Agency employee, board member, elected official(s) or immediate family member with whom filer/respondent/firm has affiliation or business relationship, if none so state.

4. Describe any other affiliation or business relationship that might cause a conflict of interest, if none so state.

CONFLICT OF INTEREST NOTIFICATION REQUIREMENT QUESTIONNAIRE

5.

Signature of person/Firm

Date

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087

Hereby certified that _____ does:
(Name of Business)

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 bid 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 bid, 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 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

| | | | |
|-------|--|--|---------------------|
| DATE: | | | BIDDER'S SIGNATURE: |
|-------|--|--|---------------------|

2. Provide detail information about the competence, accessibility, and responsiveness of the firm's personnel supervising and performing the work on the project.

| |
|--|
| |
|--|

3. Provide detail information about the Contractor's response time as required by your Agreement. Where there ever any issues and why.

| |
|--|
| |
|--|

4. Provide detail information about the Contractors success at minimizing any issues.

| |
|--|
| |
|--|

| |
|--|
| 5. Did your entity buy or lease equipment from the Contractor. If the equipment was leased what were the terms, interest, etc. |
| |

| |
|---|
| 6. How would you rate the Contractor's overall work throughout the years on the Contract? |
| |

ADDITIONAL COMMENTS:

| |
|--|
| |
| |
| |

SIGNATURE: _____ **Date:** _____

AGREEMENT

Between

CITY of HALLANDALE BEACH, FLORIDA

and

(TYPE NAME OF FIRM AS IT APPEARS IN SUNBIZ)

for

**RFP # FY 2017-2018-007 SURVEILLANCE CAMERAS INSTALLATION,
MAINTENANCE AND OPERATIONAL LEASE AND
MAINTENANCE OF**

PLEASE NOTE:

The proposing firm must provide and state any and all variances to this RFP, specifications, the Terms and Conditions and City Form Agreement found herein on the Variance Form.

After award of Contract through City Commission, via the Resolution, the awarded firm's Variance Form will be reviewed by appropriate City Staff, the City Attorney and the Risk Manager. If the variances presented by your firm are acceptable to the City, the Agreement will be routed to the awarded firm for execution by the authorized officer of the firm. The fully executed agreement will be required to be returned to the City of Hallandale Beach Procurement Department, Tom Camaj, via email tcamaj@cohb.org within five (5) business days from receipt of the email from the Procurement Department to the awarded firm's contact. Failure to provide a duly executed agreement by the awarded firm to the City within five (5) business days from receipt may result in loss of award of such contract to your firm. Variances requested to either the RFP, the Terms and Conditions and the City Form Agreement from your firm may result in the City rescinding award of contract to your firm.

This is an Agreement, made and entered into by and between: the CITY OF HALLANDALE BEACH (the "CITY"), a Florida municipal corporation,

AND

_____, a Florida corporation, hereinafter referred to as "CONTRACTOR."

NOW THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION, of the mutual terms, conditions, promises, covenants, and payments hereinafter set forth, CITY and CONTRACTOR agree as follows:

ARTICLE 1

TERM

1. The term of this Agreement shall begin on the date it is fully executed by last signing party and shall end on _____.
2. At the _____ (date) 201_ City Commission Meeting the City Commission adopted Resolution # _____ awarded through RFP # FY 2017-2018-007 Surveillance Cameras Installation, Maintenance and Operational Lease and Maintenance of Access Control Infrastructure. The Contract value and per such Resolution # ____ shall not exceed \$_____.

ARTICLE 2

SCOPE OF SERVICES TO BE PROVIDED TO THE CITY

The work to be provided includes the scope of work in RFP # FY 2017-2018-007 Surveillance Cameras Installation, Maintenance and Operational Lease and Maintenance of Access Control Infrastructure and Proposal submitted by CONTRACTOR, which is hereby incorporated and made part of this Agreement by reference.

ARTICLE 3
INDEMNIFICATION

To the fullest extent permitted by law, the CONTRACTOR agrees to indemnify and hold-harmless the City, its officers and employees from any claims, liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney fees to the extent caused, in whole or in part, by the professional negligence, error or omission of the CONTRACTOR or persons employed or utilized by the CONTRACTOR in performance of the Agreement.

To the fullest extent permitted by law, the CONTRACTOR agrees to indemnify and hold-harmless the City, its officers and employees from any claims, liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney fees to the extent caused, in whole or in part, by the recklessness or intentionally wrongful conduct, of the CONTRACTOR or persons employed or utilized by the CONTRACTOR in performance of the Agreement.

CONTRACTOR agrees to indemnify, save harmless and, at the City Attorney's option, defend or pay for an attorney selected by the City Attorney to defend CITY, their officers, agents, servants and employees against any and all claims, losses, liabilities and expenditures of any kind, including attorney's fees, court costs, and other expenses, caused by negligent act or omission of CONTRACTOR, any sub-contractors, their employees, agents, servants, or officers, or accruing, resulting from, or related to the subject matter of this Agreement including, without limitation, any and all claims, demands, or causes of action of any nature, whatsoever, resulting from injuries or damages sustained by any person or property. CONTRACTOR further agrees to indemnify and save harmless the CITY, their officers, agents and employees, for or on account of any injuries or damages received or sustained by any person or persons resulting from any construction defects, including latent defects. Neither the CONTRACTOR nor any of its sub-contractors will be liable under this section for damages arising out of intentional torts of CITY or their officers, agents or employees. In the event that any action or proceeding is brought against CITY by reason of any such claim or demand, CONTRACTOR, upon written notice from CITY, shall defend such action or proceeding.

ARTICLE 4
PERSONNEL

4.1 Competence of Staff. In the event that any of CONTRACTOR's employee is found to be unacceptable to the CITY, the CITY shall notify the CONTRACTOR in writing of such fact and the CONTRACTOR shall immediately remove said employee unless otherwise agreed and, if requested by the CITY, promptly provide a replacement acceptable to the CITY.

ARTICLE 5
INSURANCE REQUIREMENTS

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations *assumed* by Contractor under any resulting contract.

Commercial General Liability Contractor agrees to maintain Commercial General Liability at a limit of liability not less than **\$1,000,000** Each Occurrence, **\$2,000,000** Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Business Automobile Liability Contractor agrees to maintain Business Automobile Liability at a limit of liability not less than **\$1,000,000** Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to 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 Liability policy.

Worker's Compensation Insurance & Employers Liability Contractor agrees to maintain Worker's Compensation Insurance & Employers Liability in accordance with Florida Statute Chapter 440.

Additional Insured Contractor **agrees to** endorse City as an Additional Insured with a CG 2026 07 04 Additional - Insured – Designated Person or Organization endorsement or CG 2010 19 01 Additional Insured - Owners, Lessees, or Contractors – Scheduled Person or Organization or CG 2010 07 04 Additional Insured - Owners, Lessees, or Contractors – Scheduled Person or organization in combination with CO 2037 07 04 Additional Insured - Owners. Lessees Contractors- Completed Operations, or similar endorsements, to the Commercial General Liability. The Additional Insured shall read "City of Hallandale Beach."

Waiver of Subrogation Contractor agrees by entering into this contract to a *Waiver* of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Contractor agrees to notify *the* insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Contractor enter into such an agreement on a pre-loss basis.

Certificate(s) of Insurance Contractor agrees to provide City a Certificate(s) of Insurance evidencing that all coverages, *limits* and endorsements required herein are maintained and in full force and effect. Said Certificate(s) of Insurance shall include a minimum thirty **(30)** day endeavor to notify due to cancellation or non-renewal coverage. The Certificate Holder address shall read:

**City of Hallandale Beach
Risk Manager
400 South Federal Highway
Hallandale Beach, FL 33009**

Umbrella or Excess Liability. Contractor may satisfy the minimum liability limits required above for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse

City as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

Right to Revise or Reject City reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverages and endorsements, or to reject any insurance policies which fail to meet the criteria stated herein. Additionally, City reserves the right, but not the obligation, to review and reject any insurer providing coverage due of its poor financial condition or failure to operating legally.

ARTICLE 6 **COMPENSATION**

6.1 CITY agrees to pay CONTRACTOR, in the manner specified in Section 6.2, the total amount of _____ Dollars (\$_____) for work actually performed and completed pursuant to this Agreement, which amount shall be accepted by CONTRACTOR as full compensation for all such work. It is acknowledged and agreed by CONTRACTOR that this amount is the maximum payable and constitutes a limitation upon CITY's obligation to compensate CONTRACTOR for its services related to this Agreement. This maximum amount, however, does not constitute a limitation, of any sort, upon CONTRACTOR's obligation to perform all items of work required by or which can be reasonably inferred from the Scope of Services. No amount shall be paid to CONTRACTOR to reimburse its expenses.

METHOD OF BILLING AND PAYMENT

6.2.1 Payment shall be due within thirty (30) days of date stipulated on the invoice, provided, invoice is accepted for payment. Payment shall be made only for approved invoices. The CITY retains the right to delay or withhold payment for services which have not been accepted by the CITY.

6.3 Notwithstanding any provision of this Agreement to the contrary, CITY may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of inadequate or defective work which has not been remedied or resolved in a manner satisfactory to the City's

Contract Administrator or failure to comply with this Agreement. The amount withheld shall not be subject to payment of interest by CITY.

6.4 Payment shall be made to CONTRACTOR at:

ARTICLE 7

TERMINATION

7.1 This Agreement may be terminated for cause by the aggrieved party if the party in breach has not corrected the breach within ten (10) days after written notice from the aggrieved party identifying the breach. All Articles in this contract are material and a breach of any Article shall be grounds for termination for cause. This Agreement may also be terminated for convenience by the CITY. Termination for convenience by the CITY shall be effective on the termination date stated in written notice provided by the CITY, which termination date shall be not less than thirty (30) days after the date of such written notice. This Agreement may also be terminated by the City Manager upon such notice as the City Manager deems appropriate under the circumstances in the event the City Manager determines that termination is necessary to protect the public health or safety. The parties agree that if the CITY erroneously, improperly or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

7.2 Notice of termination shall be provided in accordance with the "NOTICES" section of this Agreement except that notice of termination by the City Manager, which the City Manager deems necessary to protect the public health, safety, or welfare may be verbal notice that shall be promptly confirmed in writing in accordance with the "NOTICES" section of this Agreement.

7.3 In the event this Agreement is terminated for convenience, CONTRACTOR shall be paid for any services properly performed under the Agreement through the termination date specified in the written notice of termination. CONTRACTOR acknowledges and agrees that it has received good, valuable and sufficient consideration from CITY, the receipt and adequacy of which are, hereby acknowledged by CONTRACTOR, for CITY's right to terminate this Agreement for convenience, and that CONTRACTOR shall not be entitled to any consequential damage or loss of profits.

ARTICLE 8 **MISCELLANEOUS**

8.1 RIGHTS IN DOCUMENTS AND WORK

Any and all reports, photographs, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of CITY; and, if a copyright is claimed, CONTRACTOR grants to CITY a non-exclusive license to use the copyrighted item(s) indefinitely, to prepare derivative works, and to make and distribute copies to the public. In the event of termination of this Agreement, any reports, photographs, surveys, and other data and documents prepared by CONTRACTOR, whether finished or unfinished, shall become the property of CITY and shall be delivered by CONTRACTOR to the City's Contract Administrator within seven (7) days of termination of this Agreement by either party. Any compensation due to CONTRACTOR shall be withheld until all documents are received as provided herein.

8.2 AUDIT RIGHT AND RETENTION OF RECORDS

CITY shall have the right to audit the books, records, and accounts of CONTRACTOR and its subcontractors that are related to this Project. CONTRACTOR and its subcontractors shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to the Project. All books, records, and accounts of CONTRACTOR and its subcontractors shall be kept in written form, or in a form capable of conversion into written form within a reasonable time, and upon request to do so, CONTRACTOR or its subcontractor, as applicable, shall make same available at no cost to CITY in written form.

CONTRACTOR and its subcontractors shall preserve and make available, at reasonable times for examination and audit by CITY, all financial records, supporting documents, statistical

records, and any other documents pertinent to this Agreement for the required retention period of the Florida Public Records Act, Chapter 119, Florida Statutes, as may be amended from time to time, if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by CITY to be applicable to CONTRACTOR's and its subcontractors' records, CONTRACTOR and its subcontractors shall comply with all requirements thereof; however, no confidentiality or non-disclosure requirement of either federal or state law shall be violated by CONTRACTOR or its subcontractors. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for CITY's disallowance and recovery of any payment upon such entry.

CONTRACTOR shall, by written contract, require its subcontractors to agree to the requirements and obligations of this Section.

If the CONTRACTOR has questions regarding the application of Chapter 119, Florida Statutes, to the CONTRACTOR'S duty to provide public records relating to the Agreement, contact the custodian of public records at City_Clerk_Office@hallandalebeachfl.gov; City of Hallandale Beach, City Hall, 400 South Federal Highway, Hallandale Beach, FL 33009, 954-457-1340.

8.3 **PUBLIC ENTITY CRIME ACT**

CONTRACTOR represents that the execution of this Agreement will not violate the Public Entity Crime Act, Section 287.133, Florida Statutes, as may be amended from time to time, which essentially provides that a person or affiliate who is a CONTRACTOR, consultant, or other provider and who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to CITY, may not submit a bid on a contract with CITY for the construction or repair of a public building or public work, may not submit bids on leases of real property to CITY, may not be awarded or perform work as a CONTRACTOR, supplier, subcontractor, or consultant under a contract with CITY, and may not transact any business with CITY in excess of the threshold amount provided in Section 287.017, Florida Statutes, as may be amended from time to time, for category two purchases for a period of

36 months from the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Agreement and recovery of all monies paid by CITY pursuant to this Agreement, and may result in debarment from CITY's competitive procurement activities.

In addition to the foregoing, CONTRACTOR further represents that there has been no determination, based on an audit, that it committed an act defined by Section 287.133, Florida Statutes, as a "public entity crime" and that it has not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether CONTRACTOR has been placed on the convicted vendor list.

8.4 **INDEPENDENT CONTRACTOR**

CONTRACTOR is an independent CONTRACTOR under this Agreement. In providing services, neither CONTRACTOR nor its agents shall act as officers, employees, or agents of CITY. No partnership, joint venture, or other joint relationship is created hereby. CITY does not extend to CONTRACTOR or CONTRACTOR's agents any authority of any kind to bind CITY in any respect whatsoever.

8.5 **THIRD PARTY BENEFICIARIES**

Neither CONTRACTOR nor CITY intends to directly or substantially benefit a third party by this Agreement. Therefore, the parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

8.6 **NOTICES**

Whenever either party desires or is required to provide notice to the other as addressed in this contract, such notice must be in writing, sent by certified United States Mail, postage prepaid, return receipt requested, or sent by commercial express carrier with acknowledgement of delivery, or by hand delivery with a request for a written receipt of acknowledgment of delivery, or by email provided that the notice is also sent by one of the foregoing methods, and addressed to the party for whom it is intended at the place last specified. The place for giving notice shall remain the same as set forth herein until changed in writing in the manner provided in this section. For the present, the parties designate the following:

City of Hallandale Beach

City Manager
400 South Federal Highway
Hallandale Beach, FL 33009

With Copy to:

Name of Director
Attn: Department Name
Department Address
Hallandale Beach, FL 33009

And:

City Attorney
400 South Federal Highway
Hallandale Beach, FL 33009

And:

Procurement Department
400 South Federal Highway
Hallandale Beach, FL 33009

Contractor:

8.7 ASSIGNMENT AND PERFORMANCE

Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered without the written consent of the other party. CITY may terminate this Agreement, effective immediately, if there is any assignment, or attempted assignment, transfer, or

encumbrance, by CONTRACTOR of this Agreement or any right or interest herein without CITY's written consent.

CONTRACTOR represents that each person who will render services pursuant to this Agreement is duly qualified to perform such services by all appropriate governmental authorities, where required, and that each such person is reasonably experienced and skilled in the area(s) for which he or she will render his or her services.

CONTRACTOR shall perform its duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of CONTRACTOR's performance and all interim and final product(s) provided to or on behalf of CITY shall be comparable to the best local and national standards.

8.8 **CONFLICTS**

Neither CONTRACTOR nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with CONTRACTOR's loyal and conscientious exercise of judgment and care related to its performance under this Agreement.

In the event CONTRACTOR is permitted pursuant to this Agreement to utilize subcontractors to perform any services required by this Agreement, CONTRACTOR agrees to require such subcontractors, by written contract, to comply with the provisions of this section to the same extent as CONTRACTOR.

8.9 **MATERIALITY AND WAIVER OF BREACH**

CITY and CONTRACTOR agree that each requirement, duty, and obligation set forth herein was bargained for at arms-length and is agreed to by the parties in exchange for quid pro quo, that each is substantial and important to the formation of this Agreement and that each is, therefore, a material term hereof.

CITY's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

8.10 **COMPLIANCE WITH LAWS**

CONTRACTOR shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

8.11 **SEVERANCE**

In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless CITY or CONTRACTOR elects to terminate this Agreement. An election to terminate this Agreement based upon this provision shall be made within seven (7) days after the finding by the court becomes final.

8.12 **JOINT PREPARATION**

Each party and its counsel have participated fully in the review and revision of this Agreement and acknowledge that the preparation of this Agreement has been their joint effort. The language agreed to expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other. The language in this Agreement shall be interpreted as to its fair meaning and not strictly for or against any party.

8.13 **PRIORITY OF PROVISIONS**

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of Articles 1 through 8 of this Agreement, the term, statement, requirement, or provision contained in Articles 1 through 8 shall prevail and be given effect.

8.14 **JURISDICTION, VENUE, WAIVER OF JURY TRIAL**

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the state of Florida. All parties agree and accept that jurisdiction of any controversies or legal problems arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder, shall be exclusively in the state courts of the Seventeenth Judicial Circuit in Broward County, Florida, and venue for litigation arising out of this Agreement shall be exclusively in such state courts, forsaking any other jurisdiction which either party may claim by virtue of its residency or other jurisdictional device. BY ENTERING INTO THIS AGREEMENT, CONTRACTOR AND CITY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT.

Nothing in this Agreement is intended to serve as a waiver of sovereign immunity, or of any other immunity, defense, or privilege enjoyed by the City pursuant to Section 768.28 Florida Statutes.

8.15 **AMENDMENTS**

No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the CITY and CONTRACTOR or others delegated authority to or otherwise authorized to execute same on their behalf.

8.16 **PRIOR AGREEMENTS**

This document represents the final and complete understanding of the parties and incorporates or supersedes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein. The parties agree that there is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representation or agreement, whether oral or written.

8.17 **PAYABLE INTEREST**

8.17.1. Payment of Interest. CITY shall not be liable for interest for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof CONTRACTOR waives, rejects, disclaims and surrenders any and all entitlement it has or may have to receive interest in connection with a dispute or claim based on or related to this Agreement.

8.17.2. Rate of Interest. In any instance where the prohibition or limitations of Section 8.17.1 are determined to be invalid or unenforceable, the annual rate of interest payable by CITY under this Agreement, whether as prejudgment interest or for any other purpose, shall be .025 percent simple interest (uncompounded).

8.18 **INCORPORATION BY REFERENCE**

The attached Exhibits _____ are hereby incorporated into and made a part of this Agreement.

8.19 **REPRESENTATION OF AUTHORITY**

Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

8.20 **MULTIPLE ORIGINALS**

Multiple copies of this Agreement may be executed by all parties, each of which, bearing original signatures, shall have the force and effect of an original document.

ARTICLE 9

NONDISCRIMINATION, EQUAL OPPORTUNITY

AND AMERICANS WITH DISABILITIES ACT

9.1 CONTRACTOR shall not unlawfully discriminate against any person in its operations and activities in its use or expenditure of funds or any portion of the funds provided by this Agreement and shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded in whole or in part by CITY, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines and standards.

CONTRACTOR's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 16 ½), gender identity, gender expression, national origin, marital status, physical or mental disability, political affiliation, or any other factor which cannot be lawfully or appropriately used as a basis for service delivery.

CONTRACTOR shall comply with Title I of the Americans with Disabilities Act regarding nondiscrimination on the basis of disability in employment and further shall not discriminate against any employee or applicant for employment because of race, age, religion, color, gender, sexual orientation, gender identity, gender expression, national origin, marital status, political affiliation, or physical or mental disability. In addition, CONTRACTOR shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions or employment, training (including apprenticeship, and accessibility).

CONTRACTOR shall take affirmative action to ensure that applicants are employed and employees are treated without regard to race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 16 ½), gender identity, gender expression, national origin, marital status, political affiliation, or physical or mental disability during employment. Such actions shall

include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff; termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.

CONTRACTOR shall not engage in or commit any discriminatory practice in violation of the Broward County Human Rights Act (Broward County Code, Chapter 16 ½) in performing any services pursuant to this Agreement.

9.2 Domestic Partner Benefits Requirement

CONTRACTOR certifies, and has provided the Domestic Partnership Certification Form, that it would provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.

CONTRACTOR shall comply with the applicable provisions of this section.

- (i) The Contractor certifies and represents that it will comply with this section during the entire term of the Contract.
- (ii) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.
- (iii) The City may terminate the Contract if the Contractor fails to comply with this section.
- (iv) The City may retain all monies due or to become due until the Contractor complies with this section.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: CITY OF HALLANDALE BEACH through its authorization to execute same by Commission action on _____, day of _____, 20____, signing by and through its City Manager, duly authorized to execute same, and _____, signing by and through its _____, (name of contractor) (title of authorized officer) duly authorized to execute same.

CITY

ATTEST:

CITY OF HALLANDALE BEACH

CITY CLERK

By _____
Roger M. Carlton, CITY MANAGER

_____ day of _____, 20_____

Approved as to legal sufficiency and form by
CITY ATTORNEY

Jennifer Merino, CITY ATTORNEY
_____ day of _____, 20_____

CONTRACTOR MUST EXECUTE THIS CONTRACT AS INDICATED BELOW. USE CORPORATION OR NONCORPORATION FORMAT, AS APPLICABLE.

If the Company President does not sign the Contract, there must be a Secretary's Certificate Form provided to the CITY of Hallandale Beach, Florida indicating designee signing, has the authority to sign.

(If incorporated sign below).

CONTRACTOR

ATTEST:

(Name of Corporation)

(Secretary)

By _____
(Signature and Title)

(Corporate Seal)

(Type Name and Title Signed Above)

____ Day of _____, 20____.

(If not incorporated sign below).

CONTRACTOR

WITNESSES:

(PRINT NAME)

(PRESIDENT OR VICE-PRESIDENT)

(PRINT NAME)

(TYPE NAME AND SIGNED ABOVE)

NOTARY SEAL

GENERAL TERMS AND CONDITIONS:

I. SUBMISSION AND RECEIPT OF PROPOSALS

1. Proposals to receive consideration must be received on or prior to the specified time and date of opening, as designated in the proposal.
2. Unless otherwise specified, firms **MUST** use the proposal form(s) furnished by the City. Failure to do so may be cause for rejection of proposal. Removal of any part of the proposal forms may invalidate proposal.
3. Proposals having any erasure or corrections **MUST** be initialed by the Proposer in **INK**. Proposals shall be signed in INK; all forms shall be typewritten or printed with pen and ink.

II. GENERAL TERMS AND CONDITIONS

These General Terms and Conditions apply to all responses made to the City of Hallandale Beach by all prospective Proposers. The City of Hallandale Beach reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, to enter into contract negotiations with the selected Proposer(s) or take any other actions that may be deemed to be in the best interest of the City of Hallandale Beach.

1. CONE OF SILENCE:

- (a) *Purpose.* A cone of silence shall be applicable to all requests for proposal (RFP), invitations to bid (ITB), RFLI, or any other advertised solicitations for the provision of goods and services, professional services, and public works or improvements for amounts greater than fifty thousand (\$50,000) dollars, unless otherwise exempted in this section.
- (b) *Definition.* The term "cone of silence" means a prohibition on:
 - (1) Any communication regarding a particular RFP, RFQ, ITB, RFLI, or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist or consultant and the City's staff including, but not limited to, the City Manager and his/her staff;
 - (2) Any communication regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation between a potential proposer, offeror, respondent,

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- bidder, lobbyist, or consultant and any member of the selection/evaluation committee therefor;
- (3) Any communication regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist, or consultant and the mayor and commissioners and their respective staff.
- (c) *Exemptions.* Notwithstanding the foregoing, the cone of silence shall not apply to:
- (1) Communications between a potential proposer, offeror, respondent, bidder, consultant and City purchasing staff, prior to bid opening date or receipt of proposals, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document;
 - (2) Duly noticed pre-bid/proposal conferences and site inspections;
 - (3) Duly noticed site visits to determine the competency of bidders/proposers regarding a particular solicitation during the time period between the opening of bids/receipt of proposals and the time the City Manager presents his/her written recommendation to the city commission;
 - (4) Emergency procurements;
 - (5) Communications with the City Attorney;
 - (6) Sole source procurements;
 - (7) Those purchases that are exempted from competitive requirements in accordance with Code of Ordinances, Section 23-8
 - (8) Bid waivers;
 - (9) Oral presentations before selection/evaluation committees and communications occurring during duly noticed meetings of selection/evaluation committees;
 - (10) Public presentations made to the city commission and communications occurring during any duly noticed public meeting;
 - (11) Communications in connection with the collection of industry comments or the performance of market research regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation by the purchasing staff;
 - (12) Contract negotiations that occur after an award; and
 - (13) Any communication regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation between the city manager and his/her staff, and the mayor and city commission and their staff, following the evaluation process, to discuss the documents released by the city as well as documents received from responders. The city manager shall make available to the mayor and the city commission all documents reviewed by the evaluation committee for the top three ranked responders.

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- (d) Procedure.
- (1) Imposition. A cone of silence shall be imposed upon each RFP, RFQ, RFI, ITB or any other advertised solicitation when the solicitation is advertised. At the time of imposition of the cone of silence, the city manager or his/her designee shall issue a notice thereof to the affected department, the city clerk, mayor and city commission and shall include in any advertised solicitation a statement disclosing that the solicitation is subject to the cone of silence.
 - (2) Termination; city commission awarding authority. Except as otherwise provided herein, the cone of silence shall terminate at the date and time of the city commission meeting where the award will be made; provided, however, that if the city commission defers the matter to a future date, the cone of silence shall be re-imposed until such time as the matter is brought back before the city commission for further deliberation. In the event the city commission decides to reject all bids, then the cone of silence shall be lifted.
 - (3) City Manager awarding authority. Except as otherwise provided herein, the cone of silence shall terminate at the time the originating department issues a written recommendation to the city manager; provided, however, that if the city manager refers the recommendation back for further review, the cone of silence shall be reinstated until such time as the city manager issues a recommendation for award pending the bid protest period.
- (e) Penalties. Violation of the cone of silence by a particular bidder or proposer shall render the award to said bidder or proposer voidable by the city commission. A violation of this section by a particular bidder, proposer, offeror, respondent, lobbyist or consultant shall subject said bidder, proposer, offeror, respondent, lobbyist or consultant to five hundred (\$500.00) dollar fine per violation and debarment.

2. DOMESTIC PARTNER BENEFITS REQUIREMENT:

A requirement for City of Hallandale Beach Contractors to provide equal benefits for domestic partners. Contractors with five (5) or more employees contracting with the City of Hallandale Beach, in an amount valued over \$50,000, must provide benefits to

employees' spouses and the children of spouses. All firms must complete and provide with their response the Domestic Partnership Certification Form.

Equal Benefits Requirements

As part of the competitive solicitation and procurement process a Contractor seeking a Contract shall certify that upon award of a Contract it will provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses. The certification shall be in writing and signed by an authorized officer of the Contractor. Failure to provide such certification shall result in a Contractor being deemed non-responsive.

Contracts

Every Contract, unless otherwise exempt as per the section below, shall contain language that obligates the Contractor to comply with the applicable provisions of this section. The Contract shall include provisions for the following:

- (v) The Contractor certifies and represents that it will comply with this section during entire term of the Contract.
- (vi) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.
- (vii) The City may terminate the Contract if the Contractor fails to comply with this section.
- (viii) The City may retain all monies due or to become due until the Contractor complies with this section.

Exception and waiver

The provision of this section shall not apply where:

- a. The contractor provides benefits neither to employees' spouses nor spouse's dependents.
- b. The contractor is a religious organization, association, society or any non-profit charitable or educational institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association or society.
- c. The contractor is a governmental entity.
- d. The contract is for the sale or lease of property.

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- e. The covered contract is necessary to respond to an emergency.
 - f. The provision of this section would violate grant requirements, the laws, rules or regulations of federal or state law.
 - g. The city commission waives compliance of this section in the best interests of the city, including but not limited to, the following circumstances:
 - 1. Where only one (1) solicitation response is received.
 - 2. Where more than one (1) solicitation response is received, but the solicitation demonstrates that none of the proposed solicitations can comply with the requirements of this section.

3. LOBBYIST REGISTRATION:

Annual registration. Every lobbyist shall file a registration form with the City Clerk's Office. The registration form requires the Lobbyist to state under oath the lobbyist's name, business address, the name and business address of each party, person, principal, and/or client represented on city matters, any previous principal, and/or client represented who has, at the time of registration, any pending matters involving the City, and the general and specific areas of lobbyist interest in any City matter, if not previously disclosed. Registration is required annually, along with a payment of an annual registration fee of fifty (\$50.00) Dollars.

4. SCRUTINIZED COMPANIES:

The City, entering into a contract for goods or services of \$1 million or more, entered into or renewed on or after July 1, 2011, can terminate such contract at the option of the City if the firm awarded the contract is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan List or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

5. PROPOSAL ACCEPTANCE PERIOD:

Proposer warrants by virtue of submitting a proposal that costs, terms and conditions quoted in the Proposal will remain firm for acceptance by City Commission until such time as the City Commission approves award of contract.

6. PUBLIC RECORDS:

Sealed bids, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier. In the event the City Commission elects to

reject all bids and indicates its intent to reissue the solicitation of bids, the submitted proposals remain exempted from s. 119.07(1) and s. 24(a) Art. I of the State Constitution until the City gives notice of its intent to award the contract under the reissued solicitation.

If the bidder/proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. City's determination of whether an exemption applies shall be final, and bidder/proposer agrees to hold harmless and releases the City, and to defend, indemnify, by Counsel chosen by the City Attorney, the City and City's officers, employees, and agents against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.

7. ADDENDA AND MODIFICATIONS:

All addenda and other modifications to the documents or this RFP made prior to the time and date of proposal opening shall be issued as separate documents identified as changes to the proposal project document. The City shall make reasonable efforts to issue addenda within seven days prior to proposal opening.

If any addenda are issued, the City will attempt to notify known prospective Proposers. Addenda to this solicitation will be posted on the City's webpage <http://www.cohb.org/solicitations>.

Firms are solely responsible to check the website or contact the Procurement Department prior to the Proposal submittal deadline to ensure addenda has not been released. All Proposals shall be construed as though all addenda had been received and acknowledged and the submission of his/her Proposal shall constitute acknowledgment of receipt of all addenda, whether or not received by him/her. It is the responsibility of each prospective Proposer to verify that he/she has received all addenda issued before depositing the Proposal with the City.

8. PERFORMANCE:

It is the intention of the City to obtain the products and services as specified herein from a source of supply that will give prompt and convenient service. The awarded Proposer must be able to perform as required under the Scope of Service. Any failure of Contractor to comply with these conditions may be cause for terminating any resulting contract immediately upon notice by the City. The City reserves the right to obtain these products and services from other sources, when necessary, should Contractor be unable

to perform on a timely basis and such delay may cause harm to the using department or City residents.

9. DELIVERY:

Time is of the essence. City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made at the time specified on the proposal form.

10. DEFAULT PROVISION:

In case of default by the successful firm the City may procure the products or services from other sources and hold the firm responsible for any excess cost occasioned or incurred thereby.

11. COPYRIGHTS AND/OR PATENT RIGHTS:

Proposer warrants that there has been no violation of copyrights and/or patent rights in the manufacturing, producing or selling the goods, shipped or ordered, as a result of this proposal and the Proposer agrees to hold the City harmless from any and all liability, loss, or expense occasioned by any such violation.

12. TAXES:

The City is exempt from any taxes imposed by the State of Florida and/or Federal Government. State Sales Tax Exemption Certificate No. 85-8015922477C-2; United States Treasury Department. Exemption Certificates provided on request.

13. FAILURE TO SUBMIT PROPOSAL:

If your firm does not submit a proposal, PLEASE return the form, "**UNABLE TO SUBMIT A PROPOSAL**", stating thereon and request that your name be retained on the City mailing list, otherwise, your firm's name will be removed from the City's bid mailing list.

14. SIGNED PROPOSAL CONSIDERED AN OFFER:

The signed Proposal shall be considered an offer on the part of the Proposer or firm, which offer shall be deemed accepted upon approval by the City Commission of the City of Hallandale Beach, Florida and in case of default on the part of the successful Proposer or firm, after such acceptance, the City may take such action as it deems appropriate, including legal action, for damages or specific performance.

15. LIABILITY, INSURANCE, LICENSES AND PERMITS:

Where Proposers are required to enter onto City of Hallandale Beach property to deliver materials or perform work or services, as a result of proposal award, the Proposer will assume full duty, obligation and expense of obtaining all necessary licenses, permits, inspections and insurance, as required. The Proposer shall be liable for any damage or loss to the City occasioned by negligence of the Proposer (or agent) or any person the Proposer has designated in the completion of a contract as a result of the proposal.

16. RESERVATION FOR REJECTION AND AWARD:

The City reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request re-submission of proposals. The City also reserves the right to award the contract on such material the City deems will best serve its interests.

The City also reserves the right to waive minor variations to specifications (interpretation of minor variations will be made by applicable City Procurement personnel). In addition, the City reserves the right to cancel any contract by giving thirty (30) days written notice. **The City reserves the right to negotiate the type and cost of specific types of services to be purchased. These negotiations may be held with one or more proposers, as is deemed in the best interest of the City.**

The City Manager shall have the authority to recommend to the city commission award of contracts. Contracts shall be awarded to the lowest responsive, responsible bidder, or as otherwise determined in the best interest of the city. The City Commission shall not be involved in the preparation, submittal and evaluation of bids, request for proposals and other purchases, including attendance at or participating in presentations to or deliberations by a selection committee or contact with persons, firms, organizations and corporations submitting bids or proposals to the city. Following an evaluation of responses received for bids, request for proposals, and other purchases, the city manager shall have the authority to recommend to the city commission award of contracts.

17. OMISSION OF INFORMATION:

Any omissions of detailed specifications stated herein, that would render the materials/services not suitable for use as specified, will not relieve the Proposer from responsibility.

18. INSPECTION OF FACILITIES / SITE VISIT:

Proposers wishing to inspect facilities where services are to be rendered must make an appointment by calling the City's Procurement Department.

19. PROPOSER'S COSTS:

The City shall not be liable for any costs incurred by proposers in response to the RFP.

20. NONDISCRIMINATION, EQUAL OPPORTUNITY AND AMERICANS WITH DISABILITIES ACT

CONTRACTOR shall not discriminate against any person in its operations and activities in its use or expenditure of funds or any portion of the funds provided by this Agreement and shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded in whole or in part by CITY, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines and standards.

CONTRACTOR's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 16 ½), gender identity, gender expression, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully or appropriately used as a basis for service delivery.

CONTRACTOR shall comply with Title I of the Americans with Disabilities Act regarding nondiscrimination on the basis of disability in employment and further shall not discriminate against any employee or applicant for employment because of race, age, religion, color, gender, sexual orientation, gender identity, gender expression, national origin, marital status, political affiliation, or physical or mental disability. In addition, CONTRACTOR shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions or employment, training (including apprenticeship, and accessibility).

CONTRACTOR shall take affirmative action to ensure that applicants are employed and employees are treated without regard to race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 16 ½), gender identity, gender expression, national origin, marital status, political affiliation, or physical or mental disability during employment. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff; termination,

rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.

CONTRACTOR shall not engage in or commit any discriminatory practice in violation of the Broward County Human Rights Act (Broward County Code, Chapter 16 ½) in performing any services pursuant to this Agreement.

21. PROTEST PROCEDURES:

Any party may present a written protest about the award of a contract as a result of an RFP, RFQ or Bid to the Director of Procurement. Emergency procurements, purchases for goods, supplies, equipment, and services, the estimated cost of which does not exceed fifty thousand (\$50,000.00) dollars, are not subject to protests.

(1) Time for Protest

The submission of a protest about the award of a contract, as a result of an RFP, RFQ or Bid, to the Director of Procurement must be made no later than ten (10) calendar days of approval of Notice of Award.

(2) Form and Content of Protest

The protest shall be filed in writing with the Director of Procurement and shall state the contested information about the RFP, RFQ or Bid.

The Procurement Director will provide a copy of the written protest to the City Attorney and/or City Attorney and other appropriate City staff.

(3) Protest Filing Fee

The written protest must be accompanied by a filing fee in the form of a money order or cashier's check payable to the City of Hallandale Beach in an amount equal to one (1%) percent of the contract value, which resulted from an RFP, RFQ or Bid, but no greater than five thousand (\$5,000.00) dollars. The filing fee shall guarantee the payment of all costs which may be adjudged against the protestor in any administrative or court proceeding. If a protest is upheld by the Director of Procurement, the filing fee shall be refunded to the protestor less any costs assessed under section 4. "Costs" below.

(4) Costs

All costs accrued from a protest shall be assumed by the protestor.

(5) Authority to resolve protests

The Procurement Director shall have the authority, subject to the approval of the City Manager Executive Director and the City Attorney, to settle and resolve any written protest within thirty (30) days after receipt of the written protest.

(6) Special Magistrate

In the event the protest is not resolved by the Procurement Director, a hearing shall be scheduled by the City before a special magistrate selected by the City, who shall only determine whether procedural due process has been afforded, whether the essential requirements of law have been observed, and whether the Procurement Director's finding are arbitrary, capricious, or an abuse of discretion. Any hearing shall be limited to two (2) hours per side, unless the special magistrate rules otherwise. This requirement is a jurisdictional prerequisite to the institution of any civil action regarding the same subject matter.

22. QUALIFICATIONS OF PROPOSER:

Proposals shall be considered only from firms normally engaged in performing the type of work specified within the RFP Project Document. The firm proposing must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to the City. In determining a Proposer's responsibility and ability to perform the contract, the City has the right to investigate the financial condition, experience record, personnel, equipment, facilities, and organization of the Proposer. The City has the right to conduct further investigation of the firm's responsibility. The unreasonable failure of Proposer or firm to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for determination of non-responsibility with respect to such Proposer or firm.

23. CONFLICT OF INTEREST

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship in the form provided in the Form's Section. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.