

REQUEST FOR PROPOSAL

for

NETWORK INSTALLATION AND SECURITY

Sunshine Inn
(An Alachua County Housing Authority facility)
4155 NW 13th Street
Gainesville, FL 32609

REQUEST FOR PROPOSALS NETWORK INSTALLATION AND SECURITY

Introduction

The Alachua County Housing Authority (hereafter ACHA) formally requests competitive proposals from licensed, qualified, responsible, contracting firms and/or individuals interested in Network Installation and Security services at the Sunshine Inn Residential facility owned and managed by the ACHA.

Important Dates

- Non-Mandatory Pre-Proposal Site Visit
 - Proposers may schedule a site visit to the location by contacting Kori Allen at 352-372-2549 x520 or kori@acha-fl.com
- Questions regarding this RFP are due by Thursday August 8, 2024 at 4:00pm. This allows time for ACHA staff to respond with an answer to the requester and any other known parties interested in placing a bid for these services.
 - Send questions in writing to Kori Allen at kori@acha-fl.com by the listed deadline
- Proposal due date
 - Proposals are due by noon on Thursday August 15, 2024
 - Proposals may be submitted in person or mailed to the ACHA offices located at 703 NE 1st Street, Gainesville, FL 32601. Proposals may not be submitted via email under this RFP. ACHA is not responsible for delays in the delivery of your proposal regardless of the form of delivery.
 - Please provide an original and two copies of your proposal

Scope of Work

We are planning to proceed with items 1-4 upon accepting final bid. Items 5-8 will be considered as funding becomes available. Please include any additional information or equipment that you believe is necessary, or best practices that may have inadvertently been excluded from this RFP. We have signed a contract with Cox to install 1GB of fiber internet. The estimated installation date is about 12 weeks out.

Provide a separate price for each item listed

1. Purchase and installation of firewall
 - a. Physical or
 - b. Cloud based
 - c. Management and monitoring *
2. Purchase and installation of equipment rack and battery backup
3. Purchase, Installation and configuration of 48-port POE switch
4. Installation of hardware or software Virtual Private Network Solution
 - a. Configure current WatchGuard VPN for highest efficiency
 - b. Management and monitoring *
5. Installation of wiring solution for internet 35-40 rooms

6. Installation of wireless capabilities for entire facility with VLAN
7. Evaluate current telephone setup and provide a solution including estimated costs for purchase, installation, support, wiring needs, etc. for 35-40 rooms
8. Evaluate current surveillance system setup and provide a solution including estimated costs for purchase, installation, support wiring needs, etc. for entire facility coverage

* This option we may outsource, keep in house or do a hybrid/co-managed solution

Proposal Evaluation Criteria

Proposals that meet the threshold criteria/submission requirements will be evaluated as described below. The evaluation of professional qualifications of the proposals may be based on the demonstrated qualifications including, references from other clients, technical criteria, and proposal evaluation scoring. Specific evaluation criteria to evaluate the technical qualifications of each Proposer and their degree of importance/relative weight area.

An evaluation committee shall evaluate and score each proposal using the method described in this request. The evaluation committee shall make a recommendation to the Executive Director for approval. A contract will be awarded to the proposer whose proposal best meets the needs and requirements of ACHA. Failure to meet the threshold requirements may result in rejection of the proposal. ACHA reserves the right to reject any and all bids or not enter into a contract.

Cost up to 30 points

Costs should be inclusive to all parts, materials, labor, licensing and/or permits required to fully complete the Scope of Work.

Qualifications/References up to 25 points

Qualifications of the staff assigned to this engagement, including certifications and licensing and references of at least three (3) recent clients for which a similar type of work was performed.

Experience up to 25 points

Organizational experience in providing networking solutions and services for rental properties as noted in the Scope of Work.

Overall Responsiveness up to 10 points

Completeness and timeliness of proposal including completion of forms as requested.

Minority/Women/Small/Local Owned Business Enterprise up to 10 points

Proposer must provide documentation as part of the submission documents.

Negotiations and Award

Unless there is no need for negotiations with any of the proposers, negotiations shall be conducted with those who submit proposals determined to have a reasonable chance of being

selected for award, based on evaluation criteria noted above and considered to be most advantageous to ACHA. Such proposers shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise proposers of the deficiencies in aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. Prior to award, no proposer shall be provided information about any other proposer's proposal, and no proposer shall be assisted in bringing its proposal up to the level of any other proposal. Proposers shall not be directed to reduce their proposed prices or services to a specific amount in order to be considered for award; however, best and final offers may be requested. ACHA reserves the right to request additional information concerning any and/or all proposals submitted. A common deadline shall be established for receipt of proposal revisions based on negotiations. After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm(s) whose qualifications, price and other factors considered, are the most advantageous to ACHA.

Acceptance of Proposals

Proposal must be signed, sealed and received in completed form at the ACHA Office located at 703 NE 1st Street Gainesville, Florida 32601 no later than the proposal submission time and date stated on page 1 of this RFP. Proposals submitted after the designated date and time will remain unopened and not evaluated.

The ACHA reserves the right to accept or reject any or all Proposals, to take exception to these RFP specifications or to waive any irregularities and/or informalities. Proposers may be excluded from further consideration for failure to comply fully with the specifications.

The ACHA also reserves the right to reject the Proposal of any Proposer who has previously failed to perform properly, or to complete on time, contracts of a similar nature; who is not in a position to perform the contract, or who habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors, providers of materials, or employees.

Confidential Material

Any material submitted by a Proposer that is to be considered as confidential must be clearly marked as such as required under the Public Records Laws of the State of Florida. Otherwise, all proposals are subject to the State of Florida Public Records Law.

Disclosure

The Proposer shall disclose any past or current litigation to which it is a party and the amount in controversy or potential liability.

Withdrawals of Proposals

Proposal may be withdrawn on a written request provided to kori@acha-fl.com in time for delivery in the normal course of business prior to the time specified herein for proposal receipt,

provided that written confirmation of withdrawal with the signature of the Proposer is placed in the mail and postmarked prior to the time specified herein for proposal receipt. Negligence on the part of the Proposer in preparing its Proposal confers no right of withdrawal or modification of its proposal after the due date and time specified herein.

Incurring Costs

The ACHA is not liable for any costs incurred by any proposer prior to issuance of a Notice to Proceed. In general, no pre-contract costs will be paid to the successful proposer. All costs incurred in the preparation and presentation of proposal shall be wholly borne by each proposer. All supporting documentation and manuals, if any, submitted with each proposal would become the property of the ACHA unless otherwise indicated by the proposer at the time of submission.

Third Party Claims on Services or Software

If the proposed services include the use of products or services of another company, ACHA will hold the proposer responsible for the proposed services. In addition, the proposer shall hold ACHA harmless from any third party legal claims involving the use by ACHA of any software product or technique provided. Third parties are bound by the same requirements as the proposer.

Equal Employment Opportunity

Each Firm shall affirm that it does not subscribe to any personnel policy which permits or allows for discrimination in the employment promotion, demotion, dismissal or laying off of any individual due to his/her race, creed, color, national origin, age or gender, disability or any federally protected status or class. Each Firm also affirms that the rights or claims of personnel policy do not violate the Age Discrimination in Employment Act and the Older Workers Benefit Protection Act, which prohibit age discrimination in employment; 42 U.S.C. § 1981, 1983 and 1985; Title VII of the Civil Rights Act of 1964 as amended, which prohibits discrimination in employment based on race, color, national origin, religion or sex; the Equal Pay Act, which prohibits paying men and women unequal pay for equal work; the Americans with Disabilities and the Americans With Disabilities Act Amendments Act, which collectively prohibits discrimination against qualified individuals with a disability; the Fair Labor Standards Act, including the Wage and Hour Laws relating to payment of wages; the Family and Medical Leave Act, which provides certain leave of absence benefits to employees; Employment Retirement Income Security Act, which protects certain employee benefits; 85 O.S. § 341 and 85A O.S. § 7 preventing discharge in retaliation for exercising rights under Oklahoma's Workers' Compensation Act; or any other federal, state or local laws or regulations prohibiting employment discrimination, including *qui tam* actions, and that it has not failed to correct the conditions after a finding by the Equal Employment Opportunity Commission and/or a corresponding court order.

Indemnification

The successful proposer will be required to protect, defend, indemnify, keep, save, and hold the ACHA, its officers, officials, employees and agents, free and harmless from and against any and

all liabilities, losses, penalties, damages, settlements, environmental liability, costs, charges, professional fees or other expenses or liabilities of every kind, obligations, actions, suits, judgments of settlements, proceedings of causes of action of every kind, nature and character (collectively, "Claims") in connection with or arising directly or indirectly out of the acts or omissions and/or the performance thereof by the successful Proposer, its officers, officials, agents, employees, and subcontractors, including, but not limit to, the enforcement of, the indemnification provision. The successful proposer will be further required to investigate, handle, respond to, provide defense for and defend all suits for any and all Claims, at its sole expense and agrees to bear all other costs and expenses related thereto, even if the Claims are considered groundless, false or fraudulent.

The ACHA will have the right, at its option and at its expense, to participate in the defense of any suit, without relieving the successful Proposer of any of its obligations under this indemnity provision. The indemnities to be set forth in the contract resulting from this RFP will survive the expiration or termination of that Contract.

Rules, Regulations and Licensing Requirements

Each proposer and its staff must possess all of the required State of Florida Licenses, as well as all other licenses required by the City of Gainesville and Alachua County to perform in accordance with the contract scope of work herein. In addition, the proposer shall comply with all laws, ordinances and regulations applicable to the scope of services contemplated herein or issued in a subsequent task order. The successful proposer is presumed to be familiar with all Federal, State and Local laws, ordinances, codes, rules and regulations that may in any way affect performance on the proposed maintenance contract.

Assignment

The successful proposer shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet, or otherwise delegate its obligations under the contract resulting from this RFP, or any or all of its rights, title of interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent and approval of the ACHA. All approved sub-contractors regardless of level are held to the same requirements and obligations as the prime contractor.

MBE/WBE Participation

The ACHA encourages joint ventures and/or partnerships with qualified minority and women-owned firms. The names of all contractors/subcontractors whom a Proposer is interested in forming a joint venture or partnership with on this project should be included in the Proposal.

Personnel

Contractor shall perform criminal history checks on all employees performing work under this RFP. Prospective Employees whose criminal history checks disclose a misdemeanor or felony conviction involving crimes of moral turpitude or harm to persons or property shall not be used

to perform work under this RFP. Background checks will be completed at the sole expense of the contractor.

Contractor shall perform a sex offender search on all employees performing work under this RFP. Prospective Employees whose background checks disclose a sex offender status shall not be used to perform work under this RFP.

Submission Requirements

Narrative

Please provide a written narrative addressing all the concerns and requirements contained within this RFP and as noted in the Evaluation Criteria. At a minimum, proposers shall submit proposals incorporating the following elements:

1. The name of the Proposer, the location of the principal place of business with all contact information.
2. Staffing and Qualifications
Provide a general description of the respondent's organization and its current staffing. Include an organizational chart for this engagement of all key personnel, and copies of licenses, certifications and other related professional designations of assigned personnel. Identify the number and position titles of full and part-time staff that will be made available to fulfill the requirements of the RFP. Describe overall staffing approach.
3. Relevant Experience and Past Performance
Provide a description of past and current similar services, total number of units under each contract and types of work completed.
4. Response to Statement of Works
Provide a proposed work plan and approach to the project. Explain the methodology and approach that will be employed to ensure successful completion of all assigned work including typical response times and completion times. Describe possible constraints that may arise during the performance of the contract.
5. Note your time frame for completion
6. Cost Proposal
Please supply a cost proposal listing out key aspects/stages of the costs as related to the Scope of Work.

Documentation

1. Cost Proposal addressing each item in the Scope of Work
2. Proof of Insurance including Workman's Compensation or Exemption
 - a. If awarded a contract, Contractor will be required to have ACHA listed as "Additionally Insured" and as a "Certificate Holder" on the Insurance Certificate
3. Business license along with EIN# and, if assigned, DUNS#

Attachments

1. Insurance Requirements for Contractors - 2 pages
2. Legally Required Statement and Provisions Regarding Access to Records – 2 pages

Insurance Requirements for Contractors

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of or failure to perform the work hereunder by the Contractor, its agents, representatives, employees, or sub-contractors.

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (*occurrence form CG 0 01 10 01*).
2. Insurance Services Office Additional Insured form (*CG 20 37 or CG 20 26*).
3. Insurance Services Office form number CA 00 01 06 92 covering Automobile Liability Code 1 (*any auto*), [*require if scope of work includes driving on Authority property*].
4. Workers' Compensation insurance as required by state law and Employer's Liability Insurance.
5. Builder's Risk insurance coverage for all risks of loss (*in compliance with HUD guidelines*).

MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for Bodily Injury, Personal Injury, and Property Damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location or the general aggregate limit shall be twice the required occurrence limit.

NOTE: If this contract deals with hazardous materials or pollutants (i.e. lead based paint, asbestos, etc.) the Contractor shall carry Contractor's Pollution Liability insurance to cover the pollution exposures. The Authority shall be named as Additional Insured on the policy.

2. Automobile Liability: \$1,000,000 per accident for Bodily Injury and Property Damage.
3. Workers' Compensation (*statutory*) and Employer's Liability: \$1,000,000 per accident for Bodily Injury or Disease.
4. Builder's Risk: Completed value of the project.

NOTE: These limits can be attained by individual policies or by combining primary and umbrella policies.

DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the Authority. At the option of the Authority, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Authority, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the Authority guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

OTHER INSURANCE PROVISIONS

The General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

1. The Authority, its officers, officials, employees, and volunteers are to be covered as additional insured with respect to liability on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and with respect to liability arising out of work or operations performed by the Contractor; or arising out of automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General Liability coverage can be provided in the form of an appropriate endorsement to the Contractor's insurance or as a separate Owner's policy.
2. For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the Authority, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Authority, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance.
3. Each insurance policy required by these specifications shall be endorsed to state that coverage shall not be cancelled or materially changed, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Authority.
4. Maintenance of the proper insurance for the duration of the contract is a material element of the contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the contract by the Contractor.

Builder's Risk policies shall contain the following provisions:

1. The Authority shall be named as loss payee.
2. The insurer shall waive all rights of subrogation against the Authority, its officers, officials, employees and volunteers.

ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a current A. M. Best's rating of no less than B+:VI. Bidders must provide written verification of their insurer's rating.

VERIFICATION OF COVERAGE

Contractor shall furnish the Authority with original certificates and amendatory endorsements effecting coverage required by these specifications. The endorsements should conform fully to the requirements. All certificates and endorsements are to be received and approved by the Authority in sufficient time before work commences to permit Contractor to remedy any deficiencies. The Authority reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

SUB-CONTRACTORS

Use of sub-contractors must be pre-approved by the Authority. Contractor shall include all sub-contractors as insureds under its policies or shall furnish separate insurance certificates and endorsements for each sub-contractor in a manner and in such time as to permit the Authority to approve them before sub-contractors' work begins. All coverages for sub-contractors shall be subject to all of the requirements stated above.

NOTE: If a subcontractor will be hired to perform hazardous material remediation, that sub-contractor will name the Authority, its officers, officials, employees and volunteers as additional insureds on its Pollution Liability insurance policy by endorsement. Such policy will provide coverage for the hazardous material work and other hazardous material operations.

NOTE: The General Contractor's Commercial General Liability insurance should not include CG 2294 or CG 2295 as these endorsements will eliminate the General Contractor's insurance coverage for its work where the damaged work or the work out of which the damage arises was performed by a sub-contractor.

Legally Required Statement and Provisions Regarding Access to Records

The Parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this Agreement. The inclusion of this statement and provisions below shall not be construed to imply that the VENDOR has been delegated any governmental decision-making authority, governmental responsibility, or governmental function or that the VENDOR is acting on behalf of the ALACHUA COUNTY HOUSING AUTHORITY as provided under Section 119.011(2), Florida Statutes, or that the statement or provisions are otherwise applicable to the VENDOR. As stated below, the VENDOR may contact the ALACHUA COUNTY HOUSING AUTHORITY'S Custodian of Public Records with questions regarding the application of the Public Records Law; however, the VENDOR is advised to seek independent legal counsel as to its legal obligations. The ALACHUA COUNTY HOUSING AUTHORITY cannot provide the VENDOR advice regarding its legal rights or obligations.

IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

- i) Ronald Hall
- ii) 352-372-2549 ext 512
- iii) Ron@acha-fl.com
- iv) Alachua County Housing Authority
703 NE 1st Street
Gainesville, FL 32601

If, under this Agreement, the VENDOR is providing services and is acting on behalf of the ALACHUA COUNTY HOUSING AUTHORITY as provided under Florida Statutes Section 119.011(2), the VENDOR shall comply with public records laws, and specifically shall comply with the following:

- i) Keep and maintain public records required by the ALACHUA COUNTY HOUSING AUTHORITY to perform the services.
- ii) Upon request from the ALACHUA COUNTY HOUSING AUTHORITY'S custodian of public records, provide the ALACHUA COUNTY HOUSING AUTHORITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in

Chapter 119 Florida Statutes or as otherwise provided by law.

- iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the VENDOR does not transfer the records to the ALACHUA COUNTY HOUSING AUTHORITY.
- iv) Upon completion of the Agreement, transfer at no cost to the ALACHUA COUNTY HOUSING AUTHORITY, all public records in possession of the VENDOR or keep and maintain public records required by the ALACHUA COUNTY HOUSING AUTHORITY to perform the service. If the VENDOR transfers all public records to the ALACHUA COUNTY HOUSING AUTHORITY upon completion of the Agreement, the VENDOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the VENDOR keeps and maintains public records upon completion of the Agreement, the VENDOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the ALACHUA COUNTY HOUSING AUTHORITY, upon request from the ALACHUA COUNTY HOUSING AUTHORITY'S custodian of public records, in a format that is compatible with the information technology systems of the ALACHUA COUNTY HOUSING AUTHORITY.

Failure of the VENDOR to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, where applicable, shall be grounds for immediate unilateral termination of this Agreement by the ALACHUA COUNTY HOUSING AUTHORITY.