

ESCAMBIA COUNTY FLORIDA

REQUEST FOR PROPOSALS

FULL BODY SCANNERS-ESCAMBIA COUNTY CORRECTIONS DEPARTMENT

SOLICITATION NUMBER PD 17-18.065

RESPONSES WILL BE RECEIVED UNTIL: 2:00 PM CST, July 17, 2018

**Office of Purchasing, Room 11.101, 213 Palafox Place 2nd Floor, Pensacola, FL
32502 Matt Langley Bell III Building
Post Office Box 1591 Pensacola, FL 32597-1591**

A non-mandatory Pre-Solicitation Conference will be held in the Office of Purchasing
Conference Room, 11.407, at **10:30 AM CDT, July 6, 2018**

Board of County Commissioners

Jeff Bergosh, Chairman
Lumon J. May, Vice Chairman
Douglas Underhill
Steven Barry
Grover Robinson, IV

**From:
Paul R. Nobles
Purchasing Manager**

Assistance:

Ramona Williams
Purchasing Specialist
Office of Purchasing
2nd Floor, Matt Langley Bell, III Building
213 Palafox Place
Pensacola, FL 32502
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SPECIAL ACCOMODATIONS:

Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing (850-495-4980) at least five (5) working days prior to the solicitation opening

Notice

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.

FULL BODY SCANNERS-ESCAMBIA COUNTY CORRECTIONS DEPARTMENT

**PD 17-18.065
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PART I GENERAL INFORMATION

All submittals to be considered shall be in the possession of the Office of Purchasing prior to the time of the solicitation closing. Submittals of proposals may be mailed to 213 Palafox Place, 2nd Floor Room 11.101, Pensacola, Florida 32502 or delivered to the Office of Purchasing, 2nd floor, Room 11.101, Matt Langley Bell, III Bldg., 213 Palafox Place, Pensacola, Florida 32502, in a **sealed envelope clearly marked:**

Specification Number PD 17-18.065, "Full Body Scanners-Escambia County Corrections Department," "Name of Submitting Firm," "Time and Date due".

Note: If you are using a courier service; Federal Express, UPS, etc., you must mark air bill and envelope or box with Specification Number and Project Name.

Regardless of the method of delivery, each submitter shall be responsible for their submittal(s) being delivered on time as the County assumes no responsibility for same. Submittals received after the time set for solicitation closing will be rejected and returned unopened to the submitter.

Escambia County is a political subdivision of the State of Florida. It is governed by an independent elected five members Board of County Commissioners. The Board is elected by single member District vote for staggered terms. In Addition, the County has five Constitutional Officers, each elected by county-wide vote. The five Constitutional Officers of the County are: the Property Appraiser, the Sheriff, the Supervisor of Elections, the Clerk of the Circuit Court and the Tax Collector.

The Board appoints a County Administrator to administer the affairs of the County. In addition, the Board appoints a County Attorney to render legal advice to the Board of County Commissioners.

The following policy will apply to all methods of source selection:

Conduct of Participants

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

Definitions

Blackout period means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise canceled.

Lobbying means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

Sanctions

The Board may impose any one or more of the following sanctions on a non-employee for violations of the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

1-1 PURPOSE

The Board of County Commissioners of Escambia County, FL is seeking competitive proposals from qualified and experienced Bidders for the delivery, installation, and annual maintenance and support of three (3) Full Body Security Scanners designed to detect external and internal contraband on offenders at the Escambia County detention facilities. The scanners will be delivered, installed, and calibrated by the vendor at each of these correctional environments: The Escambia County Main Jail, The Escambia County Work Release Facility, and The Escambia County Road Prison.

The intent of this Request for Proposal (RFP) is to seek product and service information from firms qualified and experienced in this specialized field. Submittal of a proposal and qualifications shall be designed to portray how Proposers can best fulfill the services required by the County while also providing the best value to the County.

For the firm selected as offering the best combination of service and value to the County, the County intends to award the contract for the purchase and annual maintenance for three (3) Full Body Security Scanners.

1-2 BACKGROUND INFORMATION

The Escambia County Corrections Department is responsible for the care, custody and control of the population housed within three residential facilities located throughout the County. Escambia County is currently in the process of designing and constructing a correctional facility to replace their Central Booking and Detention facility which was destroyed in 2014. Until the new facility is completed, the locations, average daily populations, and housing designations will be as listed in the table below.

Facility Name	Facility Address	Average Daily Population (FY 2017)	Housing Designation
Main Jail	2935 North L Street, Pensacola, Florida 32501	907	High Medium to High Maximum
Work Release	1211 West Fairfield Drive, Pensacola, Florida 32501	301	Minimum to Low Medium
Road Prison	601 County Road 297A, Cantonment, Florida 32533	234	Minimum

Upon completion of the new facility (expected completion is April 2020), there are some anticipated adjustments to the ADP of the facilities listed above. Below are the projected headcounts once the new facility is completed.

Facility Name	Facility Address	Projected Average Daily Population (April 2020)	Housing Designation
Main Jail+ New Facility	2935 North L Street, Pensacola, Florida 32501	1,471	Minimum to High Maximum
Work Release	1211 West Fairfield Drive, Pensacola, Florida 32501	60	Minimum
Road Prison	601 County Road 297A, Cantonment, Florida 32533	174	Minimum

1-3 **SCOPE OF WORK**

Required Equipment and Services:

The Winning Proposer must deliver, install, test, train users, and provide maintenance and support for three (3) full body scanners capable of detecting internal and external contraband on offenders.

1. Proposals shall include timeline of delivery, installation, calibration, testing and training following receipt of the Notice to Proceed.
2. Equipment shall be delivered FOB Destination, freight and insurance included.
3. Installation shall be performed with no additional travel or other expenses.
4. Work must be performed during the business week (Monday-Friday) during normal business hours as approved by each installation facility.
5. Proposer must remove and appropriately discard all debris and packing materials off premises.

6. Proposals shall include the anticipated life cycle of the proposed equipment. All proposed equipment shall have an anticipated end of life of no less than 7 years.
7. Proposals shall include the latest model scanners and most current version of software available.
8. Proposals shall include dimensions of proposed equipment, clearance requirements surrounding the equipment, electrical and networking cabling requirements,
9. Proposed equipment's ability to interface with the existing Jail Management system software, Smart Jail; Version 9.11.9.14, is desired but not mandatory as long as other provisions of the solicitation are met.
10. Proposer's system must accept a one-time data push consisting of the Name, DOB, and MNI#.
11. Entry into the proposed system of new individuals to be processed shall be by a non-labor-intensive method. Acceptable methods are manual entry, bar code, biometric screening, and/or similar methods.
12. All products shall have a warranty of one (1) year from the date of installation. The warranty period includes all parts, labor, shipping costs of products, and travel expenses. Response time shall be within 72 hours to repair products.
13. Proposals shall provide for two maintenance manuals and two operator's manuals for each scanner.
14. Warranty brochures shall be submitted with the proposal explaining the warranty coverage and defining specifically what is covered by warranty.
15. Warranty shall not commence until full acceptance of system. Acceptance shall be defined as delivery of a fully functioning, calibrated system which has successfully imported the data push from Smart Jail and successfully scanned and detected ten (10) test scenarios.
16. The winning Proposer shall coordinate software and networking requirements with the Board of County Commissioners (BCC) Information Technology (IT) staff.
17. The winning Proposer shall assume any costs and expenses for electrical, cabling or other infrastructure required to operate the proposed equipment. All infrastructure requirements will be completed in advance of the delivery of equipment.
18. Proposals shall provide a one-time relocation of each scanner to the County while under the maintenance agreement. If the County requests the relocation, there will be a four-week timeframe allotted to allow calendar and travel arrangements to be made by the Vendor. Any electrical work needed for the relocation will be conducted by the County prior to the Vendor's arrival.
19. The winning Proposer shall file and report assembly of scanner to all applicable Florida regulatory agencies and the FDA. A copy of the registration(s) issued will be provided to the County.

The Proposal must provide the following minimum product specifications for each unit:

1. Image detector with filtration system
2. Interface Unit
3. Personal dosimeters x-ray generator that connects to one database attached to the machine
4. One (1) monitor
5. Local storage of images.
6. Uses low-dose ionizing radiation transmission technology as the primary mode of detection
7. Meet or exceed American National Standards Institute (ANSI code N43-17-2009)
8. Automated emergency shut off should x-ray protections fail
9. Load capacity up to 500 lbs.
10. Not to exceed 10 seconds per scan
11. Visual indicator when scanner is in use
12. Detect items concealed in clothing, hair or shoes
13. Detect ingested or internally concealed items
14. Allow for multiple image filters
15. Security login to operate scanner
16. Track number of scans an inmate has received
17. Alert operator if an inmate exceeds the number of acceptable scans or dosage limits
18. Ability to give a statistical determination of the likelihood of detected foreign object(s) being contraband
19. Moving platform (no rollers) with a smooth starting and stopping system.
20. Ability to print scanned images
21. Ability to archive scanned image to a database

22. Ability to maintain a scan history of individual inmates
23. Ability to generate reports of scanning history of inmates pertaining to the daily operations of the scanner
24. Ability to audit scanner usage

Optional Equipment and Services

In addition to the required specifications noted above, Proposers are encouraged to include optional equipment or software that may be of interest and advantageous to the County. Additional enhancements or services offered beyond those listed in the scope of services must clearly be labeled as options and should have individual costs assigned to each.

Maintenance Agreement

The Proposal shall include an annual maintenance agreement for all proposed hardware and software specified as a separate line item cost. The proposed agreement shall be inclusive of all parts, labor and travel with no additional charges or expenses to be charged to the County. The Proposed Maintenance Agreement shall include:

1. Quarterly preventative maintenance and radiation survey
2. Calibration of equipment as required. No less than bi-annually
3. Software updates and upgrades installed as needed at no charge
4. Toll free phone support 24/7 and 365 days per year
5. Two-hour call back response
6. 72-hour onsite response for service calls

Training

Proposal shall provide the County with two consecutive eight-hour days of training for a minimum of ten (10) employees unless otherwise agreed upon by the County and Vendor. Such training will utilize the installed equipment. This specification will be provided individually for each unit purchased.

1-4 VENDOR QUALIFICATIONS

Any item not specifically mentioned but necessary for the delivery and operation of the proposed scanner shall be included in the proposal response. The minimum qualification criteria include, but are not limited to, the following:

1. Due to the complex nature and security concerns of correctional facilities, Proposers must have experience with the proposed scanner and its utilization within a correctional setting within the last five (5) years.
2. Proposer must comply with all Florida Model Jail Standards, Florida Corrections Accreditation Commission Standards, National Commission on Correctional Health Care at the time of implementation. If the Escambia County Corrections Department chooses to pursue further accreditation in the future, the Proposer agrees to work collectively with the facility to meet the requirements of said additional accreditation.

1-5 REVISIONS

The County may suggest revisions to this Scope of Service, highlighting or de-emphasizing certain facets or activities, as the County's priorities emerge and new information becomes available.

PART II INFORMATION REQUIRED FROM SUBMITTERS ALL RESPONSES SHALL INCLUDE THE FOLLOWING:

2-1 FORMAT AND CONTENT

The County discourages overly lengthy and costly responses; however, in order for the County to evaluate qualifications fairly and completely, submitters should follow the format set out herein and provide all the information requested.

Responses shall include the complete name and address of the Proposing firm, and clearly note the name, mailing address, and telephone number of the person the County should contact regarding the submittal of RFP response. **Provide one (1) paper copy and one (1) complete submittal on flash-drive or Compact Disc (CD).**

2-2 REQUIREMENTS

The following information regarding the Proposer's qualifications shall be submitted.

1. A narrative description of how the Respondent proposes to deliver the requested equipment and services.
2. A complete description of proposed equipment including
 1. Technical specifications
 2. Utility and infrastructure requirements
 3. Dimensions and clearances required for installation
3. Response to all requirements in section 1-3 Scope of Work
4. Training plan for staff
5. Details of Proposed Maintenance and Support agreement

6. Timeline with detailed steps from Notice to Proceed until completion
7. Detailed costs
8. Options and Alternatives, if applicable
9. Provide specific information concerning the Proposer's experience in the services specified in this RFP, preferably within the State of Florida. Current locations and contact information of facilities with installed and operating scanners should be submitted as references. contact information of facilities with installed and operating scanners should be submitted as references.
10. Provide specific information concerning the Proposer's experience in the services specified in this RFP, preferably within the State of Florida. Current locations and contact information of facilities with installed and operating scanners should be submitted as references.
11. Names and qualifications of personnel to be assigned to this project.
12. The Proposer must provide policies and procedures relative to security of employees and background checks.

PART III SELECTION PROCESS AND CRITERIA FOR SELECTION PROCESS

The proposal review process will be initiated through the Selection Review Committee. Based on the decision of the Committee, a recommendation will be taken to the Escambia County Board of County Commissioners for discussion and award of the agreement.

The criteria used to determine the best value to the County are as follows:

Criteria	Weight
<i>Operational Capability</i> System capability will be evaluated in relation to product specifications outlined within this document. Clarity of X-ray images and ability to identify concealed items.	40
<i>Total Cost</i> Scanners, Maintenance, Training, Installation, Software, infrastructure requirements. All detailed costs, both direct and indirect will be evaluated.	30
<i>Maintenance Agreement/Warranty Provided</i> The proposed maintenance agreement and provided warranty will be evaluated in relation to the specifications outlined within the document	20
<i>Additional/Optional Services Available</i> Availability and additional cost (if applicable) of any proposed additional/optional services that can be utilized to modernize/enhance the operations and/or security of the Escambia County Corrections.	10
Total Possible Score	100

RESPONSIBILITIES OF THE NEGOTIATION COMMITTEE

- A. Upon the opening of the sealed proposal(s), Escambia County Community Corrections department will review each proposal for responsiveness and cost tabulations.
- B. The Negotiation Committee will meet to discuss the proposals and costs in detail. The Negotiations Committee will rank the firms using the criteria on page 8.
- C. Negotiations with responding vendors, as required.
- D. Based on the decision of the Committee, a recommendation will be taken to the Escambia County Board of County Commissioners for discussion and approval of the selection of provider on September 06, 2018.

PART IV SCHEDULE

The following schedule is proposed and shall be adhered to in so far as practical in all actions related to this procurement:

Event	Scheduled Date
Public Notice	06/25/2018
Non-mandatory Pre-Solicitation Conference	07/06/2018
Final Date for Questions	07/12/2018
Responses to Questions	07/13/2018
RFP Responses Due	07/17/2018
Short-List Meeting	07/20/2018
Discussions/Ranking Meeting	07/26/2018
1 st Negotiations	08/02/2018
2 nd Negotiations (If Necessary)	08/06/2018
Recommendation to BCC	09/06/2018

All questions shall be directed to:

Ramona Williams
Purchasing Specialist
Telephone (850) 595-4982
Email: rdwilliams@myescambia.com