

# CITY OF CRESTVIEW, FLORIDA

## REQUEST FOR SEALED BIDS NO. 20-10-14

### BIDS FOR INSTALLATION OF HIRSCH DOOR CONTROLLER SYSTEM FOR THE CITY OF CRESTVIEW, FLORIDA



City of Crestview, Florida  
September 2020

*Elizabeth M Roy*

Elizabeth M Roy

City Clerk

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Crestview, FL 32536

[cityclerk@cityofcrestview.org](mailto:cityclerk@cityofcrestview.org)

## NOTICE TO PROPOSERS

The City of Crestview, Florida, is currently seeking sealed competitive submittals for Bids for installation and maintenance services of electronic access controllers compatible with the Hirsch Velocity software. The Firm with the successful Bids will be required to supply the City with copies of current Liability Insurance and Workmen's Compensation coverage, as well as comply with all contract standards as outlined in the City of Crestview purchasing manual and all Florida State Statute requirements.

The Scope of Work is to provide installation and maintenance of electronic access controllers in City facilities as requested.

Sealed Bids must be received by the City Clerk's office at the City of Crestview City Hall, 198 N. Wilson Street/PO Box 1209, Crestview, Florida 32536, in a sealed envelope clearly marked "**RFP No. 20-10-14**" no later than 10:00 AM CST on Wednesday, October 14, 2020 when they will be opened and read aloud. The City reserves the right to reject any and all Bids or portions thereof, to waive minor defects and informalities in the process, to accept the Bids(s) or take any actions deemed by the City to be in the City's best interest.

Copies of the Bid Documents are available at the City Clerk's office at 198 N. Wilson Street, by email request to [cityclerk@cityofcrestview.org](mailto:cityclerk@cityofcrestview.org), and on the cities' website at [www.cityofcrestview.org](http://www.cityofcrestview.org)

Elizabeth M Roy  
City Clerk

**CITY OF CRESTVIEW, FLORIDA**

**REQUEST FOR BIDS NO. 20-10-14**

**"BIDS FOR INSTALLATION OF HIRSCH  
ELECTRONIC ACCESS CONTROLLERS"**

Inquiries about this Request for Bids  
should be directed to:

Elizabeth Roy  
City Clerk

City of Crestview  
198 North Wilson St  
Crestview, Florida 32536  
Phone: (850) 682-1560  
E-mail: (questions only)

[elizabethroy@cityofcrestview.org](mailto:elizabethroy@cityofcrestview.org)

## **OVERVIEW**

The City of Crestview is seeking to contract with a company to provide installation and maintenance of Hirsch Electronic Access Controllers, to all facilities in the City of Crestview as requested.

The City of Crestview seeks the assistance of an experienced company or individual that can accomplish all the functionality identified in this RFP with the flexibility of providing this functionality over time, if needed due to budgetary constraints. The City is looking for a Company or individual that has the capability installing and maintaining electronic access controllers compatible with the Hirsch velocity software for up to 35 doors into a variety of materials including wood and masonry walls. The firm with the successful Bids will be required to supply the City with copies of current liability insurance and Workmen's compensation coverage, as well as comply with all contract standards as outlined in the City of Crestview purchasing manual and all Florida State Statute requirements.

The City reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award a contract deemed to be in the best interests of the City

## **BACKGROUND**

The City of Crestview has a population of approximately 25,000. It is located in Okaloosa County in the Panhandle of Florida. The City has approximately 240 full time employees and 5 Part time employees.

The City of Crestview has determined that entering into a continuing contract for installation and maintenance services is consistent with the purchasing policy and will serve to ensure the safety of City employees and secure City property.

The City of Crestview will evaluate vendor experience, qualifications and capabilities for providing installation and maintenance services to the City. The desired qualifications are outlined below. Responders are required to submit a written narrative corresponding to each of the underlined section items:

### Introduction

- Overview and summary of how your company will assist the City

### Company Profile

- Individual/Company overview and history
  - How long has the company been in business
  - Number of current employees
  - Number of clients in the past 5 years (?)
  - Years of Experience
- Capabilities of company - Why should your company be chosen

### Scope of Work

What will be expected of the City (please include in Bids)

What the City can expect from the company (See Below)

### Copy Service Experience

References (minimum three references, including all contact information below)

Client name

Client contact person and title

Phone

Email address

### Project Pricing Estimate/Cost for Services Outlined

## **Required Features**

### Scope of work

- The vendor should be able to install Hirsch Electronic Access Controllers at all city facilities.
- The vendor should be able to provide consistent and readily available service and maintenance to the equipment used by the City of Crestview.
- The interested vendors will be expected to attend a Pre-Bid Conference with possible tour of facilities on Tuesday, October 6, 2020.
- Work shall commence on the execution of the agreement and be accomplished in no more than 45 days from that date.

### Other Requested Features

- Any suggested upgrades to the existing types.
- Estimated response time for any maintenance issues

### Insurance Requirements:

- Minimum Requirement for liability insurance is \$1,000,000 with the City of Crestview as additional insured.
- Proof of workers compensation for those involved in the installation.
- Please attach copy of insurance as attachment B.

#### Legal Requirements:

- The agreement with the selected vendor will include a Public Access form which outlines the legal aspects of the Florida Public Records law as it applies to entities doing business with municipalities. (see attachment A)

### **Submittal Requirements**

A digital copy and one (1) signed and sealed original Bids, including all executed documents and needed attachments, shall be placed in a sealed envelope, marked "20-10-14 and delivered prior to the Bids opening deadline, **10:00 AM on Wednesday, October 14, 2020. The digital copy should be in the Bids envelope only. No email Bids or information will be accepted and will cause rejection of the bid Bids.**

Submittals that are not received on or before the specified deadline will not be accepted (no exceptions). The City reserves the right to request follow-up information or clarification from vendors in consideration. Vendor is responsible to ensure delivery by the date and time included.

The City of Crestview reserves the right to reject any or all submittals, to compare the relative merits of the respective responses, and to choose a vendor, which will best serve the interests of the City.

Each response to this RFP shall be done at the sole cost and expense of each proposing vendor and with the express understanding that no claims against the City for reimbursement will be accepted.

### **Evaluation Team and Evaluation Criteria**

The evaluation team will consist of not less than five (5) members to include the following

- The IT Manager
- A representative from the Police Department
- The CRES Director
- The Administrative Services Director
- The Fire Chief

The City Clerk shall act as the Moderator and conduct the meeting.

Responses to this RFP will help the City identify the most qualified vendor and will be indicative of the level of the firm's commitment. The City will evaluate the Bids using the following criteria;

- |  |              |
|--|--------------|
| • Demonstration of qualifications        | 10% of score |
| • Provided references                    | 10% of score |
| • Pricing                                | 40% of Score |
| • Ability to complete the project timely | 30% of Score |

- Business presence and location 10% of score

The committee will use the above scoring system to evaluate the overall fit with the City of Crestview to determine the most appropriate and qualified vendor.

## Selection Process

The selection process will involve the following phases:

Phase 1: Evaluation

- The committee will evaluate vendor submittals and complete the scoring sheet at an open meeting to be scheduled. Vendors will be notified of the meeting date at the opening of the Bids.

Phase 2: Interviews (optional)

- The committee reserves the option to select two finalists and hold interviews if necessary. The interview scores will be added to the initial evaluation and account for 50% of the score.

Phase 3: The committee will make a recommendation to City Council for final approval.

Phase 4: The City will enter into negotiations leading to a professional services agreement.

## Schedule

The approximate RFP schedule is summarized below:

- Issuance of RFP: September 30, 2020
- Pre Bid meeting/Tour of facilities with vendors Tuesday, October 6, 2020 at 10:00 AM.
- Sealed Vendor submittals due: Wednesday, October 14, 2020 10:00 AM CST at City Hall mail or personal delivery
- Committee Meeting: October 15, 2020 Council Chambers of City Hall
- City Council Meeting: October 19, 2020
- Execute professional services agreement: TBD Work to be completed in no less than 45 days after the issuance of the Agreement.

\* Dates and times are subject to change

**Attachment A**

**PUBLIC RECORDS ADDENDUM**

\_\_\_\_\_ as Contractor, shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

- a. Keep and maintain public records required by the public agency in order to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency 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 under Florida's Public Records Law or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if Contractor does not transfer the records to the public agency: and
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Contractor or keep and maintain public records required by the public agency to perform the service. If Contractor transfers all public records to the public agency upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- e. If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Agreement, Contractor shall contact the Custodian of Public Records at:**

**City Clerk, City of Crestview  
198 North Wilson Street  
P.O. Box 1209  
Crestview, Florida 32536  
(850) 682-1560 Extension 250  
[cityclerk@cityofcrestview.org](mailto:cityclerk@cityofcrestview.org)**



- f. In the event the public agency must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the public agency because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness, fees, and expert witness fees extended as part of said litigation and any subsequent appeals.

**Attachment A**

**INSURANCE REQUIREMENTS**

- Minimum Requirement for liability insurance is \$1,000,000 with the City of Crestview as additional insured.
- Proof of workers compensation for those involved in the installation.
- Please attach copy of insurance as attachment B.

Copy Services Score Sheet							
Reviewer:				Date:			
Each category for review should receive a score between 1-5 based on the reviewer assessment of the provided Bids. The scores will be weighted based on the percentages. The company with the highest score will be the recommended vendor.							
Company Name	Qualifications 10%	References 10%	Pricing 40%	Ability to complete Project timely 30%		Location Presence 10%	Total